

## Employee Code of Conduct Policy

### Policy brief & purpose

Our **Employee Code of Conduct company policy** outlines our expectations regarding employees' behaviour towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

### Scope

This policy applies to all our employees regardless of employment agreement or rank.

### Policy elements

#### **What are the components of an Employee Code of Conduct Policy?**

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

#### **Compliance with law**

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

#### **Respect in the workplace**

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

#### **Protection of Company Property**

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

Shouldn't misuse **company equipment** or use it frivolously.

Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and

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other property (information, reports etc.) Employees should use them only to complete their job duties. Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

### **Professionalism**

All employees must show integrity and professionalism in the workplace:

### **Personal appearance**

All employees must follow our dress code and personal appearance guidelines.

### **Corruption**

We discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

### **Job duties and authority**

All employees should fulfil their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

### **Absenteeism and tardiness**

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.

### **Conflict of interest**

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

### **Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

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### **Communication**

All employees must be open for communication with their colleagues, supervisors or team members.

### **Benefits**

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

### **Policies**

All employees should read and follow our company policies. If they have any questions, they should ask their manager.

### **Disciplinary actions**

Our company may have to take disciplinary action against employees and freelancers who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

Reprimand.

Suspension or termination for more serious offenses.

Detraction of benefits for a definite or indefinite time.

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## Personal and professional conduct for teachers

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
  - showing tolerance of and respect for the rights of others
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

### Disciplinary actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

Demotion.



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We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.