
Employee Relations – Code of Conduct

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General Philosophy

It is the Company's policy that all employees demonstrate appropriate conduct and behaviour whilst on Company premises or representing the Company in any capacity - including business functions, business-related social functions or whilst travelling.

Aim & Scope

The purpose of this policy is to outline the conduct and behaviour expected of the Company's employees whilst on Company premises or representing the Company in any capacity.

The Code of Conduct covers three principal areas:

- Professional conduct and behaviour in terms of adherence to the standards, policies and procedures set out by the Company;
- Professional conduct and behaviour in terms of adherence to the rules, regulations, policies and procedures of related organisations;
- Personal conduct and behaviour (e.g. language, gestures, personal presentation and hygiene).

The policy covers all employees regardless of position or status within the Company.

Policy Framework

3.1 Observance of the Company's Operating Standards, Policies and Procedures

All employees are required to adhere to the specific operating standards, policies and procedures of the Company. Failure to comply with any of these requirements may be deemed 'misconduct' or 'gross misconduct' and could result in disciplinary action (See Section 3 Employee Relations, Disciplinary Procedure) - for example:

- Unauthorised / un-notified absence;
- Regular or persistent lateness;
- Improper behaviour to customers or other members of staff;
- Conduct which is likely to bring the Company into disrepute / serious disrepute;
- Failure to carry out the reasonable instructions of any manager or person in a position of authority;
- Unacceptable personal behaviour or standards e.g. alcohol intoxication at work;
- Theft or any other act of dishonesty;
- Misappropriation of Company resources;
- Unauthorised disclosure of confidential information;
- Misuse of information technology equipment or data, including passwords;
- Malicious damage to Company property;
- Sexual or racial harassment;
- Possession or use of non-prescribed drugs or substances;
- Violent or drunken behaviour that causes an affray or endangers the individual or others;

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3.2 Observance of the Rules, Regulations, Policies and Procedures of Related Organisations

In the conduct of business activities, many employees are required to either work at the premises of related organisations and / or conduct business to standards determined by a related organisation. In such instances, employees are required to ensure their adherence to the rules, regulations, policies and procedures of the related organisation. Failure to comply with any of these requirements may result in disciplinary action.

3.3 Personal Conduct and Behaviour

Personal conduct or behaviour that impedes the efficient conduct of business or brings the Company in disrepute will be viewed seriously and may result in disciplinary action. Examples include (but are not limited to):

- Swearing;
- Substance abuse;
- Malicious abuse of Company premises or property;
- Smoking in a prohibited area;
- Improper sexual behaviour;
- Possession or use of non-prescribed drugs or substances;
- Violent or drunken behaviour that causes an affray or endangers the individual or others.

3.4 Observation of office rules

All employees are required to adhere to their office or site rules which may vary from office to office due to the nature of their activities. Offices across the group of companies have restrictions in place surrounding the use of TV and Radio and must only be played in the working environment if the office has an appropriate license.

For further information on the office rules or the whether the office has an appropriate license, contact your line manager or the principle tenant.

4 Cross References

Section 2 - Employment Conditions, Employment Conditions – General

Section 3 - Employee Relations, Disciplinary Procedure

Section 3 - Employee Relations, Alcohol Drug Workplace Policy

Section 3 - Employee Relations, Allegations of Harassment & Bullying