

MONKSLEY LIMITED

Staff and Employee Code of Conduct Policy

Also referred to as 'Conduct in the Workplace Policy'

This **Employee Code of Conduct Company Policy** template is ready to be tailored to your company's needs and should be considered a starting point for setting up your employment policies. An employee code of conduct policy may also be referred to as a **conduct in the workplace policy**.

Policy brief & purpose

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

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.

Prohibitions against employees posting or discussing information about their pay, , or working conditions.

Scope

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

Policy elements

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

All employees / volunteers are bound 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 and volunteers must protect our provision legality. They should comply with all environmental, safety and fair dealing laws. We expect employees / volunteers to be ethical and responsible when dealing with our provisions finance, products, partnerships and public image.

Respect in the workplace

The employees / volunteers should respect their colleagues. We won't allow any kind of discriminatory behaviour, [harassment](#) or victimisation.

Protection of Provision Property

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

Employees:

- Shouldn't misuse **provisions equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.) Employees / volunteers should use them only to complete their job duties.

Employees / volunteers should protect company facilities and other material property (e.g. [company cars](#)) from damage and vandalism, whenever possible.

Professionalism

All employees / volunteers must show [integrity](#) and professionalism in the workplace:

- **Personal appearance**

All employees / volunteers must [follow our dress code](#) and personal appearance guidelines.

- **Corruption**

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

- **Job duties and authority**

All employees / volunteers should fulfill their job duties with integrity and respect toward customers 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 / volunteers 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 / volunteers to be punctual when coming to and leaving from work.

- **Changes in circumstances**

Employees / volunteers must immediately report any changes in their circumstances that may effect their DBS record or their integrity within the setting, or may have any effect on the integrity of the setting.

- **Conflict of interest**

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

- **Collaboration**

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

- **Communication**

All employees / volunteers must be [open for communication](#) with their colleagues, supervisors or team members.

- **Social Media**

Employees / volunteers must be professional on the internet including Facebook, Twitter or any other social media networks. Do not post anything inappropriate including comments or photos that might embarrass yourself or the provision. Avoid interacting with, initiating contact with, or friending current pupils your personal profile.

Employees / volunteers should observe confidentiality by not discussing children, parents or other practitioners when using social media. staff should not use any form of social media for personal use while at work. staff must not accept children, parents or carers as “friends” on social media.

Disciplinary actions

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

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or [termination](#) for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

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