The HOLT Code of Conduct for Employees Policy

Policy Brief and Purpose

Our Employee Code of Conduct Policy outlines our expectations regarding Employee behaviour towards their colleagues, supervisors and overall organisation.

We promote freedom of expression and open communication. But we expect all of our 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-organised, respectful and collaborative environment.

Scope

This policy applies to all employees, the Director and Trustees of The HOLT.

Policy Elements

Compliance with Law

All employees must protect our company’s legality. They should comply with all environmental, health and safety and GDPR laws etc. We expect our employees to be responsible when dealing with company finances, clients, external partnerships and public image.

Respect in the workplace

All employees should respect their colleagues. The HOLT will not tolerate any discriminatory behaviour, harassment or victimisation. Employees should conform with the Equal Opportunity policy in all aspects of their work, from recruitment and performance appraisal to interpersonal relations.

Protection of HOLT property

All employees should treat The HOLT’s property, whether material or intangible, with respect and care. They:

* Shouldn’t misuse company equipment or use it frivolously
* Should respect all kinds of incorporeal property. This includes the company logo, copyright and other property, (confidential information, reports, client information etc) Employees should only use these in the pursuit of their job duties.
* Employees should protect company facilities, and other material property, eg minibus, from damage and vandalism wherever possible.

Professionalism

All employees should show integrity and professionalism in the workplace. They should observe high levels of confidentiality as regards client information etc.

Personal appearance

All employees must follow the Dress Code.

Corruption

Employees should avoid inveigling clients for gifts. Gifts voluntarily given that are worth over the amount of £20 should be gently refused.

Job Duties and Authority

All employees should fulfil their job duties with integrity and respect towards clients, stakeholders and the wider community. The Director will be answerable to the Trustees, and must not abuse her authority. The Director will delegate duties to employees taking into account their skills, competences and workloads. Likewise, we expect team members to follow the Director’s instructions and complete their duties with skill and in a timely manner.

Absenteeism and Lateness

Employees should attend on time and adhere to their given working hours. Should an employee be ill and unable to attend work, they must inform the Director before 7.30am by text, phone call or email

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Should an employee be persistently late for work, or have persistent absences that don’t have valid reasons attached to them, then they will be placed on a monitoring schedule. Should the lateness or absences continue, then they may face disciplinary action and possible loss of employment.

Collaboration and Communication

The HOLT expects all employees to work as a team for the good of the clients. Any disagreements should be addressed as soon as possible, with, if necessary, a mediator present. Employees should always attempt to resolve disagreements themselves first. If this is not successful, then the Director will work with both parties to resolve the issue.

Employees should aim to communicate effectively with one another at all times to ensure care for the clients is not compromised.

Any employee found to be deliberately or unintentionally disruptive to the smooth working of their colleagues will be spoken to by the Director. Should they continue to disrupt their colleagues, they may face disciplinary action or dismissal.

Policies

All employees should read and adhere to The HOLT’s policies. If they have any questions, they should ask the Director or HR assistant.

Disciplinary Action

The HOLT may have to take disciplinary action against any employee who repeatedly or intentionally fail to follow the Code of Conduct. Disciplinary action will vary depending on the violation.

Possible consequences include:

* Verbal warning
* Written Warning
* Final written warning
* Dismissal

The HOLT may take legal action in cases of theft, abuse, assault or drug taking.