

# Employee Code of Conduct

## Introduction

This Code of Conduct provides a framework for behaviour, decisions and actions while working at Hinds Building Services. It is not an exhaustive list but aims to set out the baseline of what is expected by employees of this company.

**This Code forms part of your contract of employment and you must comply with it. Failing to do so may result in disciplinary action, which could lead to dismissal. It is the responsibility of every employee to read this code and comply with it.**

## General principles

In order to achieve high standards, the following principles should be embedded into the working life of all employees:

- Honesty and Integrity
- Accountability
- Objectivity
- Leadership
- Selflessness
- Respect for others

# Specific Principles

In addition to the above broad principles, employees must:

- High standards of behaviour including an ability to remain calm under pressure
- Access all opportunities provided for training and up-skilling and maximise all opportunities
- Act in a fair, reasonable, courteous manner to all colleagues and stakeholders - any bullying, harassment or abusive language will not be tolerated
- Familiarise oneself with all corporate policies
- Respect the rights and opinions of all stakeholders
- Exercise attention to detail in all matters related to the business, in particular, health and safety and financial matters
- Where relevant, to act in a transparent manner with regard to company resources and property including petty cash and corporate cards or supplier accounts
- Indicate any potential conflicts of interest at the earliest stage, ensuring that they are not placed in a circumstance where their duty and private interests seriously conflict
- Attend and provide meaningful, positive and constructive contributions at all meetings
- Refrain from discussing corporate information to any individuals outside of the business and to maintain a high level of discretion in this regard
- Not to make comments regarding the business on personal social networking sites
- Not to smoke on company property or on work sites
- Present a professional image of Hinds Building Services through the appropriate standards of dress and appearance while at work, including, where provided, wearing the appropriate uniform

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- Be familiar with job requirements (such as the proper preparation of paperwork or suitable methods/systems)
- Take all reasonable precautions to ensure that the employee does not place themselves at risk of allegations of unprofessional conduct
- Reflect daily on how they can make a positive contribution to the wider life and ethos of the school
- Communicate effectively to all stakeholders
- Be accountable for improving skills through suggested training, responding to advice and feedback from colleagues

### **Attendance and Punctuality**

- Be on site with sufficient time to commence the set routine of the day, for example, where work commences at 8am, the employee is expected to be on site and preparing to work from 7:50am
- Only take authorised breaks, that is, for example, the employee should not arrive at work to commence at 8am and then require a drink break at 8:30am
- Start and finish work promptly
- Attend work unless they are off work due to sickness or for other authorised reasons, and must not come into work if they are adversely influenced by drugs, alcohol etc. (staff not able to arrive at work at their normal start times, because of being delayed, should make every reasonable effort to contact their line manager as soon as possible to notify them of this)
- Late attendance should occur in rare circumstances and will be recorded for performance management
- Notify your line manager or the office of any absences as soon as possible
- Request leave in advance and not to make any arrangements before the leave is confirmed

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## **Professionalism**

- Must wear any uniform provided unless permission is given otherwise, including the appropriate ID and access badges
- For female employees, clothing should be appropriate, in particular, in relation to the neckline of the clothing and the length of skirts
- Any tattoos should be covered where possible and should be in no way offensive
- Must ensure limited use of personal mobile device during working hours, which must be switched to silent, and should aim to make all personal calls and messages during the rest breaks
- Not to use office phone for personal calls except in cases of emergency
- Where the employee is in the office, the employee's bag/personal belongings should be out of sight and a water bottle/mug may be placed on the desk. The employee should be extremely careful as spillage may result in increased costs
- There should be no chewing of gum or eating in the office at one's desk, the general rest facilities provided should be used

## **Disclosure of Information/Confidentiality**

- Not use any information they receive in the course of their employment for personal gain or benefit (they must not pass information on to others who might use it for their own gain)
- Maintain the appropriate level of confidentiality with respect to all records and any other sensitive matters, which may include confidential information of colleagues, supplier contracts etc

## **Political Neutrality**

- Employees must not allow their personal opinions to interfere with their work
- Employees are not allowed to display political posters, including election or any campaigning material

# Appendix 1

## Gross Misconduct - Examples

Any breaches of the Code of Conduct will normally result in disciplinary action. Some breaches (known as gross misconduct) could be serious enough to justify Hinds Building Services in dismissing staff for a first offence, and without notice. It is possible that other conduct, not in itself a breach of the Code of Conduct may also amount to gross misconduct.

As a yardstick, any act which destroys the relationship of trust and confidence that this company needs to have in an employee will constitute gross misconduct. This is not a complete list, since the circumstances of each case are different, but you should consider dismissing an employee for gross misconduct if they:-

- 1) Conceal any serious matter they should reasonably have known to report.
- 2) Cause loss, damage or injury through serious negligence (e.g. resulting in a loss to Hinds Building Services).
- 3) Act negligently or recklessly in a way which leads to a serious breach of the Data Protection Act.
- 4) Try to obtain a job by lies or deception.
- 5) Seriously demean or offend the dignity of others or abuse their position.
- 6) Refuse to carry out a legitimate instruction from their manager.
- 7) Threaten, instigate a fight with or assault anyone.
- 8) Steal or damage things that belong to someone else or to Hinds Building Services.
- 9) Commit any deliberate acts of discrimination, harassment or bullying.
- 10) Sell or possess illegal drugs in the workplace.
- 11) Consume alcohol in the workplace, wherever located (including meetings away from the office or away from site) as no alcohol will be served at any staff events.
- 12) Seriously breach health and safety rules.
- 13) Do private work when they should be at work for Hinds Building Services
- 14) Submit false or fraudulent claims which may or may not lead to them obtaining services, property or money by fraud such as falsifying time sheets
- 15) Breach financial regulations.
- 16) Break a law at work which makes them unfit for the work they do.
- 17) Demonstrate serious incapability at work brought on by alcohol or illegal drugs.
- 18) Refuse to repay any debt they owe to Hinds Building Services.
- 19) Ask for or accept bribes, gifts, or favours.