



**5 E Ltd**

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## Code of Conduct

5 E Ltd (referred to as the organisation) shares with its staff a commitment to upholding the highest standards of professional conduct.

To this end, its professional staff will abide by the attached policy, and all staff will accept the disciplines required for the effective management of the organisation and the most effective delivery of services to clients.

Staff, contractors and volunteers are required to handle learner's data in accordance with the data protection regulations. Contact with learners should be for business purpose during reasonable working hours. Any breach would contract the disciplinary procedure.

All paid staff and volunteers, will apply themselves diligently to their responsibilities, and to take every reasonable steps to ensure that they are carrying out these responsibilities in the manner prescribed by *the organisation*.

All paid staff and volunteers will at all times observe *the organisation's* policies and procedures, as agreed and developed by the 5 E Ltd, will abide by the terms and conditions in their contracts of employment, and will follow such disciplinary rules as may be adopted from time to time.

To this end, *the organisation* has adopted the following disciplinary rules. It is stressed that this list is not exhaustive, but an indicative of what may constitute a misconduct. Other

issues may arise which may also be subject to the disciplinary process.

Gross misconduct is defined as an action so serious that *the organisation* would be justified in dismissing a member of staff on the first offence without notice, behaviour that makes further trust between *the organisation* and the employee impossible and thus destroys the contract of employment. Other misconduct is indiscipline that falls short of this definition.

1. Though the list is non exhaustive, examples of potential gross misconduct are:
  - Theft or unauthorised possession of any property belonging to your employer or any fellow employee or of clients or customers
  - Serious damage to employer's property
  - Falsification of reports, accounts, expense claims or self-certification forms
  - Refusal to carry out duties or reasonable instructions
  - Intoxication by reason of drink or drugs.
  - Illegal drugs in your possession on your employer's premises
  - Serious breach of your employer's rules

- Fighting or other violent, dangerous or intimidatory conduct
- Sexual, racial or other harassment of a fellow employee
- Bullying of a fellow employee
- Gross negligence with security of client's personal and sensitive data
- Gross incompetence
- Conviction on a criminal charge  
Receiving any sentence of imprisonment
- Bringing your employer into disrepute
- Sending abusive, scandalous, obscene or defamatory communications of any kind including e-mail within the office or on the internet or any other media
- Accessing or downloading any rude or obscene images or other material from the internet or by email or otherwise being in possession of rude or obscene material or publications or images in any media at your place of work or during working hours

Though the list is non-exhaustive other types of potential misconduct are:

- Bad time-keeping
- Unauthorised absence
- Minor damage to employer's property
- Minor breach of employer's rules
- Failure to observe employer's procedures
- Rudeness to clients colleagues and managers

- Abusive behaviour
- Unsatisfactory attendance
- Unsatisfactory sickness record
- Careless loss or damage of employer's tools or equipment
- Unauthorised use of employer's telephone
- Failure to wear protective clothing provided for your safety
- Unfitting behaviour
- Failure to carry out lawful instructions
- Unauthorised use of or access to the internet.

It is not necessarily possible to determine whether an offence should be classified as gross or other misconduct without investigation. The severity of the misconduct, if proven, is a finding of the disciplinary process, which is not in itself an accusation. The organisation has therefore adopted its own disciplinary procedure to provide a framework for investigation and decision.

### **Review of Policy**

This was reviewed in June 2019 and is due for next review in June 2020 or as and when legislation changes.

**If you require this policy in a larger font size, please contact the HR Department.**