**CODE OF CONDUCT**

**INTRODUCTION**

[Insert Company Name] Code of Conduct sets out general principles. It does not cover everything and should be read alongside our policies and guidance, which you should familiarise yourself with. We promote working in a respectful collaborative way and are committed to an environment of open communication, whilst remaining respectful and non-discriminatory.

**SCOPE**

This policy applies to anyone that works or provides services for or on behalf of [Insert Company Name] regardless of employed/freelancer/contractor status and the role or tasks being undertaken.

**EXPECTATIONS**

[Insert Company Name] expects you to show professionalism in the workplace regardless of where that might be or with whom you may be working. Our expectations include;

* That you will not partake in any form of direct or indirect discrimination and we expect you to be familiar with the protections afforded under the Equality Act 2010, our Equality, Diversity and Inclusion policy; and that you work within its guidance;
* You will undertake your duties with due diligence, integrity and the necessary care and attention that demonstrates the highest level of professionalism;
* You will act responsibly with all resources of the company, client or customer and not be wasteful or neglectful in this regard;
* You will always present yourself for work in the agreed way and should be dressed accordingly;
* You will follow the guidance and direction given to you; and provide the correct direction and guidance to others where this is part of your duties;
* You will not bully or harass anyone and should treat others as you would wish to be treated;
* We expect you to avoid conflict and acts whether on a personal or a professional level that could bring those you are working for or with into disrepute;
* That you will bring to our attention potential errors or situations that may disrupt, damage or delay work or projects;
* You will not undertake any act that may open ourselves or clients up to financial risk.
* You will adhere to any policies and procedures issued to you; these may be subject to amendment at any time.
* We expect you to be accountable for your actions at all times

**PERSONAL DATA AND THE GENERAL DATA PROTECTION REGULATION (GDPR)**

[Insert Company Name], and others acting on its behalf, may be required to collect, retain, and process personal information about you. We shall administer these processes in a way that enables us to meet our GDPR obligations in a compliant manner. If you are privy to such information as a result of your engagement with us, you are required to take all reasonable precautions to protect such personal data and not put [Insert Company Name] at risk of breaching GDPR.

**CONFIDENTIALITY**

[Insert Company Name] requires that company and client information be appropriately protected and used. You must not share confidential information or material with anyone who is not entitled to that information and protect this information from wrongful disclosure, modification or destruction.

**HEALTH & SAFETY**

It is [Insert Company Name] objective that all employees/freelancers be protected, so far as is reasonably practicable, from risks to health and safety arising from work activities. However, the responsibility for achieving and adhering to acceptable safety standards rests not only with us but also with employees, freelancers, sub-contractors and suppliers of materials to be used at work. It is your reasonable responsibility to be aware of our health & safety policies and to also take an active interest in achieving safety at work.

The successful implementation of effective health & safety in the workplace (The Health & Safety at Work Act 1974) is dependent upon the wholehearted co-operation of all levels of employees, freelancers and management.