

**Code Of Conduct Policy**

**Capability:**

Staff are required to be in good health to enable them to carry out all the duties relevant to their position. Where capability becomes an issue, employees must give the Company permission to communicate with their GP to ascertain what actions may need to be taken.

**Code of Conduct:**

Dainty Little Hands Ltd. Out of School Clubs business is founded upon its reputation for integrity. You are, therefore, required to conduct yourself honestly, fairly and professionally always.

In addition, you are required to follow the Company’s Vision and Ethos which is stated in your induction.

**Code of Conduct out of hours:**

Dainty Little Hands Ltd. Out of School Club acknowledges that what employees do outside of normal working hours and off Company premises is a personal matter and does not directly concern the Company. However, there are some exceptions to this rule. The Company will become involved where incidents occur:

1. At Company parties, events or other work-related social occasions or gatherings, whether organised by the Company or by employees themselves;

2. At social occasions or gatherings organised by the Company’s customers (parents, schools, holiday clubs) where the employee has been invited in their capacity as an employee of the Company;

3. At work related conferences and training;

4. Where staff in settings have inappropriate relationships outside of work with parents and colleagues;

5. Where staff enter inappropriate communications or unprofessional behaviour on social networking web sites such as Facebook, online gaming sites and/or through personal text messaging, socialising, babysitting etc.

With regards to all the above points, employees are expected to behaviour moderately when it comes to consuming alcohol and to behave in an appropriate, mature and responsible manner, considering that they are representing the Company.

Any employee who is found to have harassed or verbally or physically abused or assaulted another employee or a customer (school staff) of the Company, or who otherwise brings the reputation of the Company into disrepute, will be subject to disciplinary action under the Company’s disciplinary procedure. Depending on the circumstances of the case, such behaviour may be treated as gross misconduct and could render the employee liable to summary dismissal.

Where the employee’s off duty conduct seriously undermines the trust and confidence that the Company has in the employee, whether at a work related social occasion or otherwise, under the Company’s disciplinary procedure this could result in the employee’s dismissal.

If the employee commits a criminal offence outside employment, the Company will examine whether there is an adverse connection between the criminal offence and the employee’s employment. The Company will then consider whether the offence is one that makes the employee unsuitable for their type of work or unacceptable to continue work.

## Policy Review

This policy will be reviewed on the date below

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| Signed: | \_\_\_\_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Date: | \_\_\_\_\_\_\_30/07/2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Policy review date: | \_\_\_\_\_\_\_29/07/2022\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |