

## **Employee Code of Conduct and Ethics**

The purpose of this Code is to provide a clear framework within which all team members (employees and associates) of cHRySOS HR are expected to conduct themselves. The purpose of this Code is to help us maintain a work environment for team members and a learning environment for learners/apprentices in which honesty, integrity and respect for each other and our clients is reflected in our personal behaviour and standards of conduct.

The key principle of the Code is about showing integrity and professionalism in the workplace.

### **Compliance with law**

Protect our company's legality. Comply with all health and safety, equality, financial and fair dealing laws. Behave ethically and responsibly when dealing with our learners/apprentices /other clients, with our company's finances, services, partnerships and public image.

### **Respect in the workplace**

Respect each other and strive for a work environment where everyone feels and is supported regardless of their gender, race, ethnic background, culture, disability or ability, sexual orientation, age, religion, marital status, socio-economic status or any other factor. We won't allow any kind of discriminatory behaviour, harassment or victimization. Follow our Equality, Diversity, Anti-Bullying and Harassment Policy in all aspects of your work, from recruitment and performance evaluation to interpersonal relations.

### **Safeguarding and Prevent**

As an employer and an education provider it is our duty to provide a safe place to learn and a safe place to work. Familiarise yourself with our Safeguarding and Prevent Policy and if you have any concerns relating to the welfare of others or yourself, such as abuse, mistreatment, neglect, radicalisation or involvement in extremism or terrorism you must report the matter as soon as possible, following the procedures within the policy and speaking to our Designated Safeguarding and Prevent Officer or one of the Deputies.

### **Health and safety**

Carry out your work with the highest regard for the health and safety of yourself, your colleagues, our learners and apprentices, customers, visitors and others. Follow our Health, Safety and Welfare Policy in all aspects of your work.

### **Protection of cHRySOS HR's Property**

Treat all our company's property, whether material or intangible, with respect and care. Don't misuse company equipment or use it frivolously. Respect intangible property including trademarks, copyright and other property (information, reports etc.)  
Protect company facilities and other property from damage and vandalism, whenever possible. Keep work areas and property secure to minimise risk of theft or vandalism.

### **Protection of Intellectual Property**

Anything developed or used during your employment or contract for services with cHRyos HR, remains the sole property of cHRyos HR and must not be used for your own personal or commercial gain, unless agreed with the Managing Director in advance of its use. This includes teaching and learning materials and any other products, software, databases or services

### **Personal appearance**

Whilst we don't have a formal dress code, you should ensure that your dress is appropriate for the situation in which you are working and that you present a professional image.

### **Job duties and authority**

Fulfil your responsibilities with integrity and respect towards each other, our learners/apprentices, customers, stakeholders and the community. Never abuse any level of authority you have as a manager or otherwise. Follow all reasonable rules and instructions from your line manager/Managing Director and complete your work to the best of your ability and in a timely manner.

### **Conflict of interest**

Avoid any personal, financial or other conflicting interests that might hinder your capability or willingness to perform your job.

Speak to your line manager or the Managing Director if you feel there may be a conflict of interest within your work. For example, if you have a close personal relationship with someone who is your line manager or with a learner/apprentice whose work you will be assessing.

Make sure the decisions that you take in the course of doing your job are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that you are not involved in decisions where your actions could be or may appear to be biased.

If you are considering entering or are in a situation that may or does create a conflict of interest, or the appearance of a conflict of interest in respect of your work with cHRyos HR, review the situation with your line manager or the Managing Director. It's important to understand that as circumstances change, a situation that previously didn't present a conflict of interest may later present one.

### **Business opportunities found through work**

Business opportunities discovered through your work for cHRyos HR, belong first to cHRyos HR, except where the Managing Director has agreed otherwise.

## **Use of Charge Cards**

Charge Cards issued to members of staff must only be used for agreed expenses, and receipts must be provided to the Finance Manager for all amounts spent.

## **Access to confidential information**

Although it's important that we work and communicate in an open manner, there will be times when individuals, through their roles and responsibilities become aware of confidential information, either about other individuals or in connection with cHRyos HR's commercial activities. You should be aware of the need to keep such matters confidential and to respect the proper channels of communication for this information.

## **Collaboration**

Help each other. Be friendly, supportive and collaborative. Always try not to disrupt the workplace or present obstacles to your colleagues' work.

## **Conduct outside work**

Whilst it would never be the intention to dictate how you conduct yourself in your personal life outside work, unlawful, anti-social or other conduct by team members which may jeopardise the reputation or position of cHRyos HR will be dealt with through the disciplinary procedure and may result in dismissal, or in the case of associates, the termination of your contract for services. This includes use of social media that would impact the reputation or position of cHRyos HR.

## **Drugs and Alcohol**

Substance abuse is quite clearly incompatible with the health and safety of everyone we come into contact with and isn't permitted either in our offices or at an event, meeting or other activity where you are representing cHRyos HR. Consuming alcohol is not banned at our offices, but use good judgement and never drink in a way that leads to impaired performance or inappropriate behaviour, endangers the safety of others, or breaks the law. If your line manager or the Managing Director has reasonable suspicion to believe that any team member is using drugs or has consumed alcohol and is concerned that this may adversely affect your job performance or the safety of others in the workplace, you may be suspended from duty whilst an investigation is undertaken and action under the disciplinary policy may be taken, or in the case of associates, your contract for services may be terminated.

## **Use of equipment for non-work purposes**

It is acceptable to make reasonable use of cHRyos HR equipment and facilities for non-work purposes, provided that your line manager or the Managing Director authorises this, that the use doesn't interfere or conflict with the work of the business and that you meet any costs.

## **Private telephone calls**

You may use cHRyos HR telephone facilities to make occasional private calls for essential or emergency matters. Private international calls are not permitted without prior authorisation. If you are provided with a mobile phone by cHRyos HR, you must reimburse the company for the use of this phone for private calls and texts etc.

Where you need to contact someone overseas on official business, consider first if you can make use of Skype or our GoToMeeting facility.

### **Use of IT equipment, internet and social media**

There is a Use of IT Policy in place which addresses use of IT equipment, the internet and social media. The policy requires you to use our IT facilities and social media platforms with respect both for the facilities and for others.

You must not use our IT facilities to create, display, produce, store, circulate or transmit obscene or pornographic material in any form or medium, except where required for academic purposes, and having first obtained prior consent as set out in the IT policy.

In addition, you must not use our IT facilities or social media platforms to bring the business into disrepute or to bully or harass others or to engage in activities relating to radicalism, extremism or terrorism.

### **Data protection**

chRysos HR holds and processes information about employees, associates, students, apprentices and other data subjects for academic, administrative and commercial purposes. When handling such information or processing or using any personal information, you must comply with our Data Protection Policy which encompasses the Data Protection Principles set out in the Data Protection Act 1998 and within the General Data Protection Regulations. Any doubts or queries about data protection issues should be raised with the Managing Director.

### **Policies**

Read and follow our company policies. If you have any questions, ask your line manager or the Managing Director.

### **Procedures**

#### **Raising matters of concern**

You have a right and a duty to raise any concerns you may have about breaches of the law or propriety by the company. You may do this by reference to our Whistleblowing Policy or by approaching your line manager or the Managing Director.

If you express your views in good faith you will not be penalised for doing so.

#### **Breaches of this code**

This Employee Code of Conduct and Ethics has been drawn up to provide a source of guidance to all chRysos HR team members. It is not a contractual document and can be amended at any time by chRysos HR. You must comply with both the provisions of this Code and chRysos HR's policies and procedures, breaches of which will be dealt with under the Disciplinary Policy and may result in disciplinary action up to and including dismissal, or in the case of associates your contract for services may be terminated.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.