

Staff Code of Conduct Policy

Purpose

The purpose of this Policy is to outline the standards of behaviour and conduct expected from staff members and other workers in their dealings with Collarts' students, clients, co-workers, management and the general public.

Scope

This Policy applies to all staff members, contractors and volunteers of Collarts.

Policy

All staff members of Collarts are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment with Collarts. This Code provides an overview of Collarts' fundamental expectations. It is by no means exhaustive but summarises some of Collarts' most important policies, which are based on standards that underlie business ethics and professional integrity standards that apply to all workplace participants.

Legal Compliance

All workers will respect and observe all applicable laws, regulations and policies/procedures of Collarts when performing their duties.

Attendance

All staff members are required to start work on time, to observe the proper times for breaks and to work until the scheduled end of their workday. Staff members not able to attend work for any reason must make all reasonable efforts to advise their manager at least one hour before their starting time on each day of absence. The manager must be advised of the reason/s for the absence and the expected date of return to work.

Absences due to sickness on any day before or after a weekend or public holiday; or of more than 1-day duration, will require presentation of a medical certificate.

Where it is deemed appropriate by Collarts, staff members will be required to comply with procedures regarding time recording.

Performance of duties

Staff members must carry out instructions given by a person authorised to give such instructions, but no staff member shall be required to do anything which might endanger themselves or any other person, is unlawful/illegal, and/or would result in an unlawful or illegal outcome.

Staff members must apply themselves diligently to work during working hours and must not

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undertake other activities without the prior approval of their manager.

Staff members must not deliberately or carelessly do anything that will result in poor quality output, or which may bring Collarts into disrepute.

Business Property

- Unauthorised removal or unauthorised possession of Collarts property or the property of other persons is strictly prohibited
- Wilful damage to property is not permitted.

Note: All serious cases, particularly those related to unauthorised possession of property, will be referred to the Police. Any disciplinary action Collarts may take is quite separate from, and in addition to, any action the Police choose to take.

Expectations of Workplace Participants

Collarts is a professional organisation, and as such staff members are required to adhere to strict presentation and behavioural standards.

All workers must:

- Display the appropriate image of professionalism by ensuring their appearance is neat and tidy and complies with any requirements stipulated by Collarts
- Promptly report any violations of law, ethical principles, policies and this Code
- Maintain punctuality. If you are late or cannot report for work, please telephone, and let your supervisor know as soon as possible
- Act in the best interest of Collarts at all times
- Not swear or talk in such a manner that could be deemed unprofessional.

Workplace behaviour, diversity and equal opportunity

Collarts is committed to diversity and equal opportunity. We will recognise and appreciate the value of our differences, internally amongst team members and also externally amongst customers, suppliers, contractors and anyone we interact with in our work with Collarts.

We will not accept harassment, sexual harassment, discrimination, bullying or any other inappropriate workplace behaviour.

All workers must:

- Treat everyone with dignity, courtesy and respect
- Not act in any way that could be deemed as harassing (sexual or otherwise), discriminatory or bullying
- Not unlawfully discriminate against people in the provision of our goods and services, and in all aspects of employment including recruitment, training, promotion, remuneration and benefits and termination of employment on prohibited grounds (such as age, gender, race, disability, religion, etc.).
- Not make any disparaging or untruthful remarks about Collarts, other team members, customers, competitors, contractors or suppliers

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- Be aware of their association with Collarts in online social networks and ensure their profile and related content is in line with this code of conduct.

Safety, health and wellbeing

Collarts will provide a working environment where team members and visitors are safe. Collarts has a responsibility to provide a safe and healthy workplace. We do not accept behaviour that risks the safety of team members, customers, suppliers, contractors or anyone we interact with in our work. This includes physical and psychological violence or harm, or threats of violence or harm.

All workers must:

- Behave in a way that ensures their safety and the safety of others
- Follow all safety requirements
- Attend fit for work and not under the influence of alcohol and/or other drugs/substances
- Maintain personal grooming/presentation standards
- Not possess or traffic unauthorised alcohol, weapons and/or illegal drugs at work
- Not smoke on Collarts premises except in designated areas.

Conflict of interest

Situations can sometimes arise where a worker has interests which conflict with those of Collarts.

For example, a conflict of interest exists where a team member makes a Company business decision or influences a decision, that provides a personal benefit to themselves or a related third party such as a partner, relative, business or associate.

Collarts recognises there is potential for a conflict of interest in a range of situations involving workers, customers, suppliers and other parties, and will work with team members to resolve potential or actual conflicts of interest.

All workers must:

- Declare any actual, perceived or potential conflict of interest
- Ensure other employment does not impair their ability to perform their role for Collarts
- Only purchase merchandise directly from suppliers when it is an approved business requirement
- Not offer or accept a bribe or engage in fraud.

Confidentiality of information

Information is considered confidential when it is not readily available to the public. If you are in doubt, treat information as confidential. Collarts will not accept the unauthorised disclosure of confidential information.

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All workers must:

- Keep Collarts' information confidential except where disclosure is authorised or required by law
- Use confidential information solely for authorised purposes
- Not use information inappropriately to gain an advantage for themselves or someone else, or to cause detriment to Collarts
- Refer requests for information from the media to Senior Management.

Company resources

Collarts will not accept deliberate or reckless damage to, or the theft or misuse of, its resources. Resources include stock, money, equipment, stationery, files, data, records, computer hardware and software, intellectual property and Collarts work time.

All workers must:

- Use Collarts resources for the purpose intended
- Not use Collarts resources (including computers, internet, mobile phones, and vehicles) for any purpose other than work purposes
- Report any knowledge of misuse or theft of Collarts resources.

Media Statements

Statements to media representatives relating to Collarts' business are prohibited without the express written approval of the Head of Marketing and Recruitment or the Managing Director.

Managers have additional responsibility to:

- Ensure employees have read and understood our Code of Conduct
- Promote a team spirit and the Collarts Way
- Maintain confidentiality so far as is reasonably practicable when conducting investigations into grievances and disputes
- Avoid bias in decision making
- Ensure compliance with Collarts' procedures when carrying out counselling and discipline
- Exercise objectivity when administering rewards or discipline
- Not condone, permit, or fail to report any breaches of the Code as outlined above by employees under their supervision.

Policy Information

This policy may be reviewed from time to time to ensure it is fit for purpose

Policy Owner:	Managing Director
Implementation Officer(s):	Managing Director
Approved by:	Managing Director
Date Approved:	April 2022
Next review due:	April 2024