



CODE OF CONDUCT

Introduction

All staff have the right to work in a healthy and safe conditions and an environment free from harassment, bullying and violence. Staff are entitled to be treated fairly, equally and without discrimination. This policy aims to respect and protect these rights and to provide a good quality of working life.

RE Resource Group do not condone or tolerate unacceptable behaviour, including any form of bullying and harassment. If proven, such behaviour could result in disciplinary action being taken.

Scope

This policy is aimed at all staff and applies to all interactions between staff and clients, candidates and all visitors. The Company expects all staff to contribute to the creation of a happy, friendly and respectful environment that encourages effective communication, co-operation and support for colleagues and to treat each other with dignity, courtesy, and with sensitivity whilst valuing the skills, contribution and expertise of staff and colleagues.

Purpose

The purpose of the Policy is to:-

- Stop and deter unacceptable behaviour.
- Set out expected standards of behaviour.
- To make clear the Company's expectation that all employees value and show respect for others by demonstrating acceptable standards, behaviour and communication.

Core Values

Our Core Values represent our company culture as well as in the way we work regardless of the role we hold in the organisation. They impact on what we do and say, how we say it and how we look when communicating with clients, candidates, visitors and each other.

Our six values are Driven; Agile; Expert; Empowered; Fun; Integrity. We embrace the values in everything we do.



Expected Standards of Behaviour

Compliance with Law

All employees must protect the company's legality. They should comply with all environmental and safety laws. We expect employees to be ethical and responsible when dealing with our company's finances, services we offer, partnerships and public image.

Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimisation. Employees should conform to our Equality and Diversity Policy in all aspects of their work.



Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees should protect company facilities and other material property (e.g., company cars) from damage and vandalism, whenever possible.

Professionalism

All employees must show integrity and professionalism at all times within the workplace, on company business and work-related social events.

Personal Appearance

All employees must follow our dress code and personal appearance guidelines.

Job Duties and Authority

All employees should fulfil their duties with integrity and respect towards clients, candidates, visitors and colleagues.

Absenteeism

We expect employees to be punctual when coming into work and to follow the company's Attendance Policy if they are unwell and unable to work.

Conflict of Interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their duties whilst at work.

Unacceptable Behaviour

Unacceptable behaviour includes:-

- Criticising colleagues/ disagreeing with them in front of visitors, clients, candidates and other staff.
- Appearing unapproachable or moody.
- Imposing personal beliefs and opinions on others
- Blaming others/other departments for mistakes.
- Wearing inappropriate dress/or having an unprofessional appearance.
- Being unsupportive of proposed ideas for improvement .
- Being aggressive, unresponsive or angry towards others.
- Not respecting others personal space, dignity and privacy.



NB. The examples provided here are not intended to be an exhaustive list and are a guide as to what staff should be aiming to achieve.

Other related policies

- Code of Conduct – Social Events
- Alcohol and Substance misuse policy
- Data Protection Policy
- Disciplinary and Grievance Policy
- Equality & Diversity Policy
- Anti-Corruption Statement
- Attendance Policy