

Hill Rise Hall Community Association

Controlled Document

Document Name: Employee Code of Conduct Policy

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Approved by Board of Trustees on: 21st November 2023

Review Schedule Every two years

Next review due October 2025

Owner (Responsibility) Toby Robinson Chair

Document Description

This policy identifies Hill Rise Halls Code of Conduct Policy.

Implementation & Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every two years by the Board of Trustees, sooner if legislation, best practice or other circumstances indicate this is necessary.

Hill Rise Hall Employee Code of Conduct Policy

Policy brief & purpose

Our **Employee Code of Conduct company policy** outlines our expectations regarding employees' behavior towards their colleagues and the overall association.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending and participating in serious disputes.

Scope

This policy applies to all our employees regardless of employment agreement.

Policy elements

What are the components of an Employee Code of Conduct Policy?

Company employees are bound by their contract to follow our Employee Code of Conduct policy while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

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

Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, or victimization. Employees should conform with our in all aspects of their work.

Protection of Association Property

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

Employees:

- Shouldn't misuse **association equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

Professionalism

All employees must show and professionalism in the workplace:

- **Job duties and authority**

All employees should fulfill their job duties with integrity and respect toward hirers, stakeholders and the community.

- **Conflict of interest**

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

- **Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- **Communication**

All employees must be with their colleagues, supervisors or team members.

- **Benefits**

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

All employees should read and follow our company policies.

Disciplinary actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

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