

## CONDUCT IN THE WORKPLACE POLICY

### 1. Policy statement

- 1.1 All Staff are entitled to work in a positive, healthy and safe working environment. To ensure such a working environment is created, the Company requires you to comply with this policy.
- 1.2 This policy should be read in conjunction with the Company's Anti-Harassment and Bullying Policy, Equal Opportunities Policy and Disciplinary Policy.

### 2. Who is covered by this policy?

This policy covers all employees working at all levels, including senior managers, officers, directors, heads of department, all employees (including part-time and fixed-term employees), casual and agency staff and volunteers (collectively referred to as "Staff" in this Policy).

### 3. Conduct in the workplace

- 3.1 The Company requires the highest standards from Staff in their performance at work and their general conduct. In particular you should:
  - (a) be polite and courteous in your behaviour;
  - (b) be sensitive to the feelings and needs of others;
  - (c) be diligent, honest and ethical in the performance of your duties;
  - (d) be clean, smart and well-groomed and maintain an appropriate standard of dress and personal appearance;
  - (e) during working hours devote the whole of your time, attention and abilities to your duties;
  - (f) work in a professional and competent manner in willing co-operation with others;
  - (g) conform to the reasonable instructions and directions of your Line Manager or, if you are a contractor or consultant, the manager providing you with instructions;
  - (h) conduct your personal and professional life in a way that promotes the interests of the Company and which does not risk adversely affecting the Company's standing and reputation;
  - (i) adhere to any policies and/or procedures from time to time in force;
  - (j) keep work place floors and surfaces clean and tidy;
  - (k) show respect for all Company premises (defined for the purposes of this policy as any place or venue in which the Company conducts their business) and property and for all property belonging to others;

- (l) keep the Company at all times promptly and fully informed (in writing if so requested) of your conduct of the business of the Company and provide such explanations in that connection as the Company may require; and
- (m) report your own wrongdoing and any wrongdoing or proposed wrongdoing of any other member of Staff to the Company immediately upon becoming aware of it.

**4. Consequences of breaching this policy**

Failure to comply with the standards in paragraph 3 may amount to misconduct or gross misconduct and may result in disciplinary action up to and including dismissal. The sanctions that may be imposed on you will depend on the level of misconduct and will be in accordance with the Company's Disciplinary Policy.

**5. Who is responsible for this policy?**

- 5.1 The Company has overall responsibility for the effective operation of this policy. Day-to-day responsibility for overseeing its implementation on productions has been delegated to the Company Manager.
- 5.2 Those working at management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they manage adhere to this policy and promote our aims and objectives with regard to conduct in the workplace.

**6. Policy review**

You are invited to comment on this policy and suggest ways it might be improved by contacting your manager.