Realise Education

EMPLOYEE CODE OF CONDUCT

Introduction

Your conduct contributes significantly to our reputation. For this reason, we require you to be pleasant, polite and considerate to other employees and outside contacts. Furthermore, Realise Ed Ltd's approach to bullying and harassment is one of zero tolerance. Any instance of bullying or harassment or other inappropriate behaviour at work that is likely to cause offence or breach the dignity and respect of colleagues will be regarded as serious misconduct. Employees responsible for such behaviour will be subject to disciplinary action, up to and including summary dismissal, depending on the nature and seriousness the behaviour.

Appearance

You are required to be neat and tidy in appearance at all times whilst at work. You must wear appropriate business dress, which is fit for the purpose while at work and outside working hours when representing Realise Ed Ltd or attending Realise Ed Ltd or other functions on behalf of Realise Ed Ltd
The requirements of employees of particular ethnic backgrounds or faiths to wear specific items of clothing, hairstyles or jewellery will be accommodated if possible and practicable, so long as the item the person wishes to wear does not pose a hazard to the health or safety of any person or contravene any legitimate or reasonable requirement of Realise Ed Ltd.

While you have discretion to decide what appropriate dress is, Realise Ed Ltd retains responsibility for the interpretation and application of this. If you have any doubts, please speak to area manager.

Employees who do not comply with these standards may be subject to Realise Ed Ltd's normal disciplinary procedure. In serious cases, where an employee's appearance is, in the Company's view, unacceptable, he or she will be required to return home to change. In these circumstances, the time required for the employee to return home, change and return to work will not be paid.

Smoking at Work

It is illegal under the Health Act 2006 (and regulations made under that Act) to expose a person in an enclosed or a substantially enclosed workplace or an enclosed company vehicle to second-hand smoke. Smoking is prohibited in any part of the workplace including toilets, showers, stairways, elevators, corridors, kitchen, reception area, entrances or any other communal area.

All job advertisements must refer to the no-smoking policy and all job applicants must be informed about the no-smoking policy during a job interview. All new employees will be directed to this policy in the Staff Handbook at induction.

Employees who meet visitors on Realise Ed Ltd's premises are required to explain this to ensure that such visitors comply.

In accordance with Realise Ed Ltd's disciplinary procedure, disciplinary action will be taken against an employee who smokes in the workplace at any time.

A reasonable number of breaks may be taken during working hours for the purposes of smoking, but these must be taken at a time or times that are convenient in relation to your work and with the approval of your manager or must be taken as part of your designated rest

breaks. All employees must ensure that the length or frequency of their smoking breaks does not have an adverse effect on their performance or the business. Disciplinary action will be taken against any employee whose performance is not satisfactory, including an employee whose performance is not satisfactory due to the length and/or frequency of his or her smoking breaks.

Help to Stop Smoking

Smokers who want to stop smoking may call the NHS smoking helpline on 0800 0224 332 or visit www.smokefree.nhs.uk

Work-related Functions and Events

During your employment with Realise Ed Ltd, you may be invited to work-related functions and events from time to time. Such events may be formally organised by the company or informally arranged by the employees themselves. Attendance at such events is encouraged. The purpose of this policy is to ensure that while attendance at such events is enjoyable and fun for all, minimum standards of good behaviour must be adhered to and Realise Ed Ltd must comply with all its legal obligations and responsibilities.

- Work-related functions and events arranged by Realise Ed Ltd are an extension of the workplace. The company recognises that alcohol may be consumed at such events but nevertheless expects employees to behave responsibly.
- Where the company provides alcohol at events, this should not be taken as an endorsement by the company for employees to drink excessively nor for any resulting improper conduct. The company will not be held responsible for bad behaviour on the part of employees.
- Employees who fight, argue aggressively, indulge in lewd or indecent behaviour, harass other employees or in any way bring the company into disrepute, will be subject to the company's disciplinary procedure up to and including dismissal.
- Employees must not put the health, welfare and safety of other employees at risk by their behaviour while under the influence of alcohol at a work-related event. Employees whose behaviour causes, or could cause, injury to others will be subject to the company's disciplinary procedure up to and including dismissal.
- It is illegal for employees under the age of 18 to consume alcohol. Any employees under the legal age found drinking alcohol will be subject to disciplinary action, as will any employee who buys alcoholic drinks for underage employees.
- Employees who take illegal drugs or substances, or who are found selling or distributing illegal drugs and substances at formal company functions and events, will be subject to the company's disciplinary procedure up to and including dismissal.
- Employees who organise informal events after work, particularly in venues close to the workplace, should recognise that such events may be classed as work-related functions by the courts. It is therefore imperative that employees conduct themselves in a proper manner and avoid bringing the company into disrepute.
- Complaints about employees' conduct brought to the company's attention either by other employees, or by the owners or managers of public houses and bars frequented by employees, will be fully investigated and may result in disciplinary action.
- Employees are reminded that they should be as inclusive as possible in extending invitations to colleagues. Excluding colleagues on grounds of age, sex, race, disability, religion or belief, or sexual orientation may be deemed to be discrimination. Complaints

by employees about exclusion from after-work events will be investigated and may result in disciplinary action.

- Promises made by managers to staff while under the influence of alcohol will not have any contractual status. Managers who conduct themselves in such a manner will be subject to the company's disciplinary procedure up to and including dismissal.
- Employees who are above the legal limit for drinking and driving should not attempt to drive their own vehicles or give lifts to colleagues while under the influence of drink, or illegal drugs or substances.
- Employees are expected to turn up at the workplace in a fit state to perform their contractual duties on the day after the event if this is a normal workday. Absences will be investigated and may result in disciplinary action.

Confidential information

Except as required to perform your normal duties, you must observe absolute confidentiality concerning the affairs of Realise Ed Ltd. This includes all aspects of Realise Ed Ltd's business. Information must be kept confidential even if it is favourable, and not adverse, to the company or individual concerned.

The duty to observe confidentiality is on-going and does not cease after you leave Realise Ed Ltd.

Your obligations regarding confidentiality are clearly set out in your contract of employment or contract for services.

Personal mail

Personal mail should not be sent to Realise Ed Ltd's address. We will not be responsible for its safe delivery and it may be opened. You may not use Realise Ed Ltd's stationery or postage for personal correspondence but may send personal mail from the office provided that you pay for postage by affixing a stamp.

Personal and company property

You are responsible for ensuring that any of Realise Ed Ltd's property in your possession is properly safeguarded and kept secure at all times. Any loss should be reported immediately.

We do not accept responsibility for loss of, or damage to, private property (including cash). You should ensure that personal property, especially handbags, are not left unattended and are locked away when necessary. Any missing article should be reported immediately.

On leaving the employment of Realise Ed Ltd, you must ensure that you return all equipment and other items belonging to the Realise Ed Ltd, this includes notebooks used for meetings, diaries and emails etc.

Personal information and notification

We need to keep accurate records of key information on all employees. It is essential that changes such as your home address, telephone number and whom to contact in the event of an emergency are recorded. Any changes should be reported to the area manager.

In order to comply with statutory duties, we need to know of any changes in your personal circumstances, which affect or could affect your employment with Realise Ed Ltd. You must

inform the area manager of changes in your health so that, if applicable, we can comply with our statutory obligations to make reasonable adjustments to enable you to continue working. You are also required to notify the area manager if you are disqualified from driving or are involved in any other criminal or civil case (including County Court judgments). Any such information will be treated in the strictest confidence.

References

You must not give employment references, whether in Realise Ed Ltd's name or otherwise, for existing or ex-employees of Realise Ed Ltd. All requests for employment or financial references should be referred to the compliance manager.

Building security

You must ensure, before leaving Realise Ed Ltd's offices, that there is another member of staff able to secure the office after your departure. If you are the last employee to leave Realise Ed Ltd's workplace at any time, you must ensure that the office is securely locked. If you have been issued with keys you are responsible for their safe-keeping and security.

Visitors

Visitors should be accompanied at all times by a member of staff whilst in Realise Ed Ltd's offices. The host employee is immediately responsible for ensuring that security and safety are maintained.

We have a responsibility under the Health & Safety at Work Act (1974) to ensure that people who are not employees of the Realise Ed Ltd are not exposed to risks to their health & safety while working for Realise Ed Ltd or visiting our premises.

Fire

If you discover a fire you should activate the nearest alarm and leave the building immediately. Alarm points are clearly marked within the office. Attempts to extinguish the fire should only be made if it is safe to do so. The locations of the fire extinguishers are clearly marked within the office. It is the responsibility of all employees to make themselves aware of their nearest fire alarm, extinguisher and fire exit.

If you hear an alarm;

- Leave the premises immediately by the nearest exit.
- Close all doors behind you.
- Assemble at the designated fire assembly point relevant to the office you are in
- Do not run, shout, use lifts or stop to collect personal belongings.
- Do not re-enter the building until instructed by the building's designated Fire Officer that it is safe to do so.

It is your responsibility to familiarise yourself with the nearest escape route to our office in the building.

Bomb alerts

It is not possible to be prescriptive about what to do in the event of a bomb warning, but the following general rules should be observed:

- Do exactly what you are told by the emergency services, either directly or via your line manager or senior members of staff.
- Do whatever is necessary and sensible to reduce the risk of injury, i.e. if there is a known bomb threat and you have not been told to evacuate the building, retire to the safest area within your building. This will normally be a building core area, away from the risk of broken/flying glass.
- If you are in the building out of normal working hours an an incident takes place, either directly affecting the building or in the close vicinity, the most senior person present must take responsibility for notifying Realise Ed Ltd management of the situation.
- If you are in the vicinity of an incident away from the office and your whereabouts or safety may be uncertain, please telephone the office if possible.
- The safety of staff and visitors is always paramount. Never jeopardise personal safety in the interest of safeguarding property or information.

If the building is seriously damaged as a result of a major incident which occurs outside normal office hours or at a time when you are not present in the building, you should not return to the building until you have received instructions from Realise Ed Ltd.

If a major incident such as a terrorist incident has affected the building, you should contact the relevant building manager for further information.

Safety when visiting external organisations

We see the safety of employees on visits to external organisations as paramount and will take all reasonable steps to minimise genuine risks. For the vast majority of visits, safety is not an issue but the purpose of this policy is to provide a list of sensible precautions that you should take if you are undertaking a visit where safety is, or may be, an issue.

Use of Taxis and Hire Cars
Realise Ed Ltd's policy on taxis and hire cars is that they should only be used where it is cost effective or necessary to do so. However, it is acceptable for this policy to be over-ruled where safety is an issue. Where possible, this should be approved in advance with your line manager.

Mobile Phones
It is advisable for all employees who are visiting an external organisation to ensure they have a mobile phone, which is fully charged.

Research the area that you are visiting
You should ensure that you research your visit beforehand. Maps and directions can be obtained from the organisation you are visiting, or the internet.

Make sure someone knows where you are
If you are visiting an external organisation you should make sure that you have told your line manager the name and location of the company you are visiting, the name of the contact within the company and what time you are due to return to Realise Ed Ltd's office.

If an incident does occur:
If you think you are in danger you should try to minimise the chance of confrontation. Advice on how to do this is available from the Suzy Lamplugh Trust here. However, below is some basic advice:

- Stay calm, speak gently, slowly and clearly and be aware of the tone of your voice.
- Appear calm and confident, keep a relaxed posture and avoid an aggressive stance.
- Do not be enticed into an argument and listen to the individual.
- Keep your distance.

If you think you are in danger – leave.

Reporting the incident:
Any physical assault, no matter how minor should be reported to the Police in the area concerned.