

Staff Code of Conduct

HI Abseiling Ltd expects all employees to comply with management and to conform to THE HI Abseiling Ltd's rules at all times. If these rules are disregarded or the employee behaves wrongly in some other way HI Abseiling Ltd may discipline employees.

Disciplinary action can consist of formal oral warning, written warning, a final written warning, dismissal or, in the case of gross misconduct, summary dismissal.

Rules

1. Employees should comply with the terms of their employment.
2. Employees should satisfactorily perform the instructions given for carrying out the function of their employment.
3. Employees should satisfactorily perform any reasonable request relating to their function by an authorised manager.
4. Employees should comply with the Respect National Service Standard in all their work.
5. All absence from work, except for reasons of sickness, should be authorised.
6. There should be proper and authorised use of HI Abseiling Ltd equipment, time and property.
7. Making of long or numerous private telephone calls (and emails) is not permitted.
8. Removal of HI Abseiling Ltd property from the premises without permission is not permitted.
9. Full-time employees are not allowed to take other paid employment without the written permission of the line manager – this permission will not be unreasonably refused.
10. All safety rules should be adhered to at all times.
11. Safety equipment should be used at all appropriate times.
12. Threatening, aggressive or violent behaviour or language is not permitted and may lead to dismissal – this applies both during working hours and outside of the work environment.
13. Discriminatory behaviour, language, or non-verbal language is not permitted.
14. Harassment of individuals, whether sexual or otherwise, is not permitted.
15. Bullying of individuals, in any form, is not permitted.
16. Behaviour or actions that would in any way jeopardise the safety or well-being of other employees is not permitted.
17. Unnecessary disclosure of confidential information concerning the work of HI Abseiling Ltd or its employees is not permitted (this does not affect the employee's rights under the Public Interest Disclosure Act 1998).
18. The drinking of alcohol or the taking of illegal drugs on HI Abseiling Ltd premises is not permitted.

19. Gambling on HI Abseiling Ltd premises is not permitted.
20. Smoking or drinking on HI Abseiling Ltd premises is not permitted.
21. Employees must not behave in a way that brings or may bring HI Abseiling Ltd into disrepute.
22. Employees will not bring sexually explicit material (pornographic) into the workplace or engage in inappropriate sexually explicit conversation within the workplace.
23. Employees will treat residents, members of the public, and clients with respect at all times.
24. Employees will dress in a smart and presentable manner suitable for the workplace.
25. Shouting and verbal intimidation is also seen as unacceptable and will constitute gross misconduct.
26. No employee will engage in a relationship (social, sexual or financial) with a client or ex-client of HI Abseiling Ltd for at least two years after their contact with HI Abseiling Ltd has ended.

The following are examples of the kind of behaviour which can constitute gross misconduct and which could lead to summary dismissal:

- Physical violence towards anybody: this applies to your role as an employee but also outside of the work environment
- Behaviour that seriously jeopardises health or safety
- Serious misuse of the trust that exists between employees and anyone for whom HI Abseiling Ltd is responsible.
- Incapacity for work due to being under the influence of illegal drugs or alcohol
- Gross insubordination
- Deliberate damage to HI Abseiling Ltd property
- Serious infringement of the rules of HI Abseiling Ltd
- Non conformance to on site method statement.