



Code of Conduct

The following list sets out the Company rules. Breach of any of these rules may result in disciplinary action being taken against the employee. This list of rules is not exhaustive.

Employees are required to comply with the following obligations:

- To attend work at the appointed time and to maintain acceptable time-keeping
- To comply with the SSSC Codes of Practice
- To comply with the Company policy on Child Protection
- Each employee is expected to contribute to a clean working environment and keep all communal areas, including staff rooms and kitchens clean and tidy
- To observe the company's absence reporting procedure.
- To maintain an appropriate standard of dress and personal appearance in line with company requirements.
- To observe the company's health and safety policies and procedures, and to report any accidents or other instances that result in injury to themselves, fellow employees or any other individual at work.
- Not to smoke in areas that are not specifically designated for smoking.
- Where company vehicles are provided, to comply with the company's policy on company car use. In particular, employees must immediately report any accidents involving company vehicles or damages to those vehicles.
- To take care of all company equipment, including company cars.
- To obey all reasonable management instructions.
- To be polite to all customers, clients and suppliers of the company.
- To observe the company's equal opportunities and harassment policies.
- To observe the company's policies and procedures on data protection and use of e-mail, internet and telephone facilities.
- To keep confidential both during and after their employment with the company all information gained in the course of their employment relating to the company and/or its parents, clients, customers or suppliers.

Gross Misconduct

The following list sets out the type of behaviour that the Company considers as gross misconduct. A breach of any of the following rules may result in the employee's dismissal without notice. Note that this list is not exhaustive.

- Misconduct involving a child
- Theft
- Fraud
- Falsification of time-sheets or expenses claims or other documentation relating to employment.
- Violent conduct towards fellow employees, customers, clients or suppliers.
- Threatening conduct or swearing at fellow employees, customer, clients or suppliers.
- Gross insubordination or a repeated refusal to obey a reasonable management instruction.
- Gross negligence
- Instances of sexual (including sexual orientation), religious or racial harassment.
- Serious breach of the Company's e-mail or internet policy, including the downloading or sending of pornographic or sexually explicit material, and the sending of racially offensive jokes.
- The introduction of viruses into the Company's computer system.
- Attending work whilst unfit as a result of alcohol or illegal drugs, including any instances where alcohol is consumed or illegal drugs used during working hours.
- Serious breach of the Company Health and Safety policy.
- Serious breach of confidentiality.