



Professional Conduct Policy 2022

Document version control

Document title:	Professional Conduct
Document status:	Final
Version number:	1.2
Date:	18/11/22
Author:	Head of HR
Approved by:	Operations Board
Review date:	November 23

Introduction

The standards outlined in this document are representative of the standards of performance and behaviour that are expected of Educ8 Training Group incorporating Haddon Training ('Educ8 Training') staff and are not intended as a complete listing of all the rules, regulations and standards.

This policy also upholds the five key principles of the EWC Code of professional conduct and practice: Personal and Professional Responsibility, Professional Integrity, Collaborative Working, Professional Knowledge and Understanding, and Professional Learning.

Only through the observance of such standards can Educ8 Training effectively and efficiently serve its external and internal customers.

The relationship between Educ8 Training and its employees is based upon mutual respect, trust and confidence. This Code of Conduct sets out some of the standards upon which this relationship is to be based.

Scope

The Code of Conduct applies to all employees of Educ8 Training and anyone working within it on a voluntary, sub-contractor or placement basis.

It is the responsibility of all members of Educ8 Training's staff to familiarise themselves with, and adhere to, all of the rules, policies and procedures.

Failure to comply with the standards of performance and behaviour outlined in this document may result in disciplinary action in accordance with Educ8 Training's disciplinary procedure. Such disciplinary action may include dismissal depending on the circumstances.

General

Employees are expected to behave in a way that demonstrates Educ8 Training's values. This includes professional behaviour at all times, treating colleagues, customers and the wider community with respect and taking responsibility for their own behaviour and actions.

1. EWC

The EWC's revised Code of Professional Conduct and Practice came into force from 1 September 2022. The Code sets out the standards expected of those registered with us and is intended to support and guide their behaviours and judgements as professionals working in education and training roles in Wales.

In following the Code, registrants commit to upholding the five key principles:

Personal and Professional Responsibility
Professional Integrity
Collaborative Working
Professional Knowledge and Understanding
Professional Learning

Code of Professional Conduct and Practice – for further information click [here](#)

Good Practice Guides – for further information click [here](#)

Maintaining Professional Boundaries with Learners – for further information click [here](#)

2. Professional behaviour and conduct

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Educ8 Training expects staff to treat each other, learners, parents, employers and the wider community with dignity and respect at all times.

Staff must act in accordance with their duty of care to learners and ensure that the safety and welfare of learners are accorded the highest priority.

Staff should show fairness in their treatment of learners and avoid behaviours such as embarrassing or humiliating learners, making jokes at the expense of learners, discriminating against or favouring learners and sarcasm.

Staff must show tolerance of and respect the rights of others and should uphold the fundamental British Values including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.

Staff must have regard for the ethos and values of Educ8 Training and must not do or say anything which may bring the business into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside of work and responsibilities within work. Staff should act in accordance with Educ8 Training's policies and procedures at all times.

3. Attendance and timekeeping

Employee attendance at work is expected to be punctual. Instances of lateness should be explained by the employee concerned to his/her line manager, who will monitor the situation and take action as appropriate in accordance with Educ8 Training's procedure.

4. Conduct outside of work

Educ8 Training does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise Educ8 Training's reputation or position may be dealt with through the disciplinary procedure.

5. Equality and diversity

Educ8 Training is committed to ensuring equality of opportunity for its employees and learners alike.

All employees have an individual responsibility to uphold and apply in practice Educ8 Training's Equality Diversity & Inclusion Policy. Staff must conduct themselves in a manner consistent with that policy and with relevant legislation. Discrimination and prejudice will not be tolerated and such conduct may result in disciplinary action being taken in accordance with the disciplinary procedure.

6. Appearance

You are expected to maintain an appropriate standard of dress, appearance and hygiene to ensure that our professional image and reputation are maintained.

You are required to be neat, clean, well-groomed and presentable whilst at work, whether working on the Company's premises or elsewhere on Company business.

This policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and staff must use common sense in adhering to the principles underpinning the policy. The management of the Company will be the sole judge of what is and is not appropriate for the purposes of this policy

If your job duties bring you into contact with our clients and customers you are required to adhere to the following minimum dress and appearance standards:

- You should wear appropriate business/smart attire.
- Wearing your ID lanyard at all times.
- Hair should be neat, tidy and well-groomed, and hairstyles and hair colours should be conventional.
- Jewellery should be kept to a minimum.
- Nose rings, eyebrow rings and other facial or body piercings should be kept to a minimum.
- Tattoos should be kept covered and not be visible where possible.

If your job duties do not bring you into contact with our clients and customers, you may wear smart, casual clothing to work provided they are neat, clean and in a good state of repair. However, the following items of clothing are not permitted to be worn:

- Tight leggings or scruffy/torn trousers.
- Shorts.
- Mini skirts.
- Sports clothing, for example tracksuits or football shirts.
- T-shirts or tops with slogans on them.
- Vest tops.
- Low cut tops or blouses.
- Transparent clothing.
- Trainers.
- Flip flops.
- Excessive or unconventional jewellery.

A polite, courteous and professional demeanour must be maintained at all times, especially in the presence of clients, customers and suppliers, and towards colleagues.

We recognise the diversity of cultures and religions of our employees and will take a sensitive approach when this affects dress requirements. Subject to necessary health, safety and hygiene requirements and maintaining appropriate business dress, we will not insist on dress rules which run counter to the religious or cultural norms. If you are uncertain as to whether an item of clothing is acceptable, please refer to your Manager.

Some roles necessitate employees to wear staff uniform or items of protective clothing in the interests of health and safety. Such items must be worn at all times as required.

Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.

If you fail to comply with these rules you will be subject to disciplinary action. In addition, depending on the circumstances of the case, you may be required to go home and change your clothing. If this happens, you have no right to be paid for the duration of your absence from work.

7. Personal Relationships

7.1 Between members of staff

We recognise that employees who work together may form personal friendships and, in some cases, close personal relationships. As a general rule, we do not wish to interfere with these personal friendships and relationships. However, we must also ensure that employees behave in an appropriate, professional and responsible manner at work and that they continue to fulfil their job duties both diligently and effectively. These rules are therefore aimed at striking a balance between your right to a private life and our right to protect our business interests.

The following rules apply to employees embarking on close personal relationships at work, whether the relationship is with a fellow employee, client, customer, supplier, agency worker or contractor and they apply to all employees at all levels of the business:

- You must not allow your personal relationship to influence your conduct at work. Intimate behaviour during working time is prohibited. This includes, but is not limited to, holding hands, other close physical contact, discussions of a sexual nature or kissing.
- If you embark on a personal relationship with another employee who also works in your Department, you should declare this to your Manager as soon as reasonably practicable.
- Where the personal relationship is between a Manager and an employee whom he or she supervises, there is the risk of the employee being afforded more favourable treatment than other employees, or less favourable treatment if the relationship subsequently breaks down. In order to avoid a situation where you have Managerial authority over a more junior employee with whom you are having a personal relationship or where you are having a personal relationship with someone who has managerial authority over you, the Company reserves the right to elect to transfer one or both of you to a job in another Department, either on a temporary basis or permanently. We will first consult with both of you to try and reach an amicable agreement on transfer. Alternatively, we reserve the right to alter the reporting structure, either on a temporary basis or permanently, so that one of you no longer has Managerial authority over the other.
- If you embark on a personal relationship with a client, customer, supplier or contractor and your job allows you authority over the client, customer, supplier or contractor, you must declare the relationship to your Manager as soon as reasonably practicable. In these circumstances, the Company reserves the right to elect to transfer you to a job in another Department where you will not be able to exert undue influence over the other party, either on a temporary basis or permanently. We will consult with you to try and reach an amicable agreement on transfer. Alternatively, we reserve the right to alter working arrangements, either on a temporary basis or permanently, so that you no longer have any authority over the client, customer, supplier or contractor.
- If a personal relationship (or the breakdown of a personal relationship) at work starts to affect your performance or conduct, your Manager will speak to you with a view to your previous level of performance or conduct being restored. However, if your performance or conduct fail to improve or they revert to a problem level, the matter will be referred for disciplinary action.
- If you are having or have had a personal relationship at work and you are found to have afforded either more or less favourable treatment to the other employee because of this relationship, or you have exercised undue influence over a client, customer, supplier or contractor, this is a serious disciplinary offence and will lead to disciplinary action up to and including dismissal.

7.2 Between staff and learners

Under the Sexual Offences Act 2003, it is an offence for anyone in a position of trust to engage in sexual activity (including touching of a sexual nature) with a person under the age of 18 who is in their care. The position of trust definition applies to all teachers, assessors, trainer-coaches and other staff in an educational setting. Such a breach of trust is an arrestable offence, even if the activity and/or relationship is consensual. Anyone successfully convicted under this legislation will be subject to notification requirements and registration under the Sex Offenders Act 1997.

Relationships with learners who are vulnerable adults are also prohibited. This type of relationship could be viewed as an abuse of employee's position of trust and breach of standards of professional conduct expected in a learning provider.

Employees in such a position of trust must not enter into personal relationships with any learner under the age of 18, and must not encourage behaviour on the part of the learner which goes beyond that which could ordinarily be expected from a staff/learner relationship.

These rules will be strictly enforced. Any member of staff who enters such relationships will be subject to the disciplinary procedure, this may constitute gross misconduct, which could lead to summary dismissal and referral to the Independent Safeguarding Authority. Furthermore, in suspected cases of an abuse of a position of trust, Educ8 Training may report those concerned to the police.

It is vital that staff work within appropriate professional boundaries at all times with children, young people and vulnerable adults with whom they are in a position of trust.

There are some situations that are never appropriate while working with learners, such as drinking alcohol.

Personal relationships between employees and learners over the age of 18 years must be disclosed to Educ8 Training via the employee's line manager. This requirement equally applies to relationships that existed prior to the employment or enrolment and to relationships that develop while the learner is in education with Educ8 Training. Educ8 Training will put in place appropriate arrangements to ensure that the learner's training, coaching and assessment is free from bias. Educ8 Training will also advise the member of staff and learner that their relationship should be conducted entirely in their personal time. Although the line manager will treat the disclosure sensitively and in confidence, it is likely that other members of staff will need to be informed. This will be on a strictly need-to-know basis. Failure to disclose a personal relationship with a learner will be dealt with under the disciplinary procedure.

Staff must not make contact with learners through their personal social media accounts or personal mobile phone number.

7.3 Between staff and employer or service provider

If you perceive that a personal relationship you have with an employer or service provider may give rise to a professional conflict/compromise you should bring this to the attention of your line manager or their manager. Such disclosures must be treated with respect, dignity and in confidence.

8. No Smoking/Vaping

A statutory ban is in place which prohibits smoking in public places throughout the UK.

The law requires us to ban smoking in "enclosed" or "substantially enclosed" workplaces (i.e., workplace areas with a ceiling or roof that – except for doors, windows and passage-ways –

are wholly enclosed or are enclosed but for an opening that is less than half of the workplace perimeter).

It is our Policy that all our workplaces (including Company cars and other Company vehicles – see below) are smoke/vape-free and that you have a right to work in a smoke/vape free environment. We are committed to protecting the health and safety of all employees. Smoking/Vaping is, therefore, not permitted at any time in any area of our business premises with no exceptions. The smoking/vaping ban includes meeting rooms, waiting areas, corridors, lifts, stairwells and toilets.

This No Smoking/Vaping Policy applies to all employees, contractors, clients, customers and other visitors to the Company's premises.

Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the premises.

We are under no obligation to provide a designated outdoor smoking area and we do so at our discretion.

This Policy also applies to work vehicles and therefore no smoking/vaping is allowed in Company-owned cars (including pool cars), vans or any other Company-owned vehicle or those cars for which the owner receives a Company car allowance. **Note: You** are permitted to smoke if you are the **only** person that ever uses the vehicle. It is your responsibility whilst driving Company vehicles to ensure that your passengers also refrain from smoking/vaping.

Smoking/Vaping inside your own vehicle is allowed. However, you must refrain from smoking/vaping when using your vehicle for work-related purposes if you are carrying passengers in the vehicle with you.

You must return to your duties at any time during smoking/vaping breaks, if so requested to do so by your Manager.

Never smoke in 'No Smoking' areas and where smoking/vaping is permitted outside, ensure that smoking materials are properly extinguished and disposed of.

You are required to adhere to the No Smoking/Vaping Policy at all times. Anyone who wishes to report an incident of smoking/vaping in the workplace should therefore speak to their Manager.

If you have any queries, disputes or require further information regarding this policy or other health and safety issues please refer to your Manager, either informally or, if deemed necessary, formally through the Company's grievance procedure.

Any breach of this Policy will result in disciplinary action. Where smoking/vaping in breach of the ban creates a clear health and safety hazard, such behaviour constitutes potential gross misconduct and could render you liable to summary dismissal.

If you do not comply with the smoking/vaping ban you are also liable to a fixed penalty fine and possible criminal prosecution, and you expose the Company to similar action.

9. Alcohol and Drugs

9.1 Introduction

Alcohol or drug misuse or abuse can be a serious problem within the workplace. Employees who drink excessively or take unlawful drugs are more likely to work inefficiently, be absent

from work, have work-related accidents and endanger their colleagues. We have a duty to protect the health, safety and welfare of all our employees. However, we recognise that, for a number of reasons, employees could develop alcohol or drug-related problems. In relation to drugs, these rules apply to those that are unlawful under the criminal law and not to prescribed medication. You must inform your Manager regarding any prescribed medication that may have an effect on your ability to carry out your work safely and you must follow any instructions subsequently given. These provisions aim to promote a responsible attitude to drink and drugs, and to offer assistance to those who may need it.

9.2 Advice and Counselling

It is our intention to deal constructively and sympathetically with an employee's alcohol or drug-related problems, such as alcohol or drug dependency. When it is known that an employee has an alcohol or drug problem, their Manager will be able to provide advice and guidance on how to seek suitable treatment, including referral for advice, counselling and medical treatment. The primary objective of any discussions will be to assist the employee with the problem in as compassionate and constructive a way as possible. Any discussions of the nature of an employee's alcohol or drugs problems and the record of any treatment will be kept confidential unless the employee agrees otherwise. Absence for treatment or rehabilitation will be treated as any other sickness absence.

If you have an alcohol or drug problem, you should always seek appropriate help. If you have an alcohol or drug problem which affects your attendance, conduct or performance at work and you refuse the opportunity to receive help, the matter will be referred for disciplinary action. Likewise, if after accepting counselling and assistance, and following review and evaluation, your attendance, conduct or work performance reverts to the problem level, this may also result in disciplinary action being taken.

9.3 Prohibition on Alcohol and Drugs in the Workplace

Alcoholic drinks or drugs must not be brought onto, stored or consumed on Company premises at any time, except where alcohol is consumed at a specifically-approved Company function. You must not attempt to sell or give alcohol or drugs to any other employee or other person on our premises.

Working whilst under the influence of alcohol or drugs is forbidden. Even a small amount of alcohol or drugs can affect work performance and, if you are found under the influence of alcohol or drugs whilst at work, there could be serious health and safety consequences.

You must never drink alcohol or take drugs if you are required to drive private or Company vehicles on Company business. You must also not consume alcohol or take drugs when you are on operational standby or undertaking 'on call' duties, whether or not on Company premises.

If you represent the Company at business or client functions or conferences or attend Company-organised social events outside normal working hours you are expected to be moderate if drinking alcohol and to take specific action to ensure you are well within the legal limits if you are driving. You are expressly prohibited from taking drugs on these occasions.

Disciplinary action will be taken against you if you breach these rules. Depending on the seriousness of the offence, it may amount to potential gross misconduct and could result in your summary dismissal. We also reserve the right to arrange for you to be escorted from our premises immediately and sent home for the rest of the day or shift. If this happens, you have no right to be paid for the duration of your absence from work.

9.4 Alcohol and Drug Testing

On the grounds of protecting health and safety and where necessary to achieve a legitimate business aim, we reserve the right to carry out random alcohol and drug screening tests on those employees in the workplace whose activities and job duties are safety-critical, including those working with machinery, those whose job duties involve driving and those whose job duties involve responsibility for the care of others. Testing may also be carried out where we have reasonable grounds to believe or suspect that an employee is or may be under the influence of alcohol or drugs. Testing will be carried out only by qualified and competent personnel who will use reliable and accepted methods and who will ensure that tests are carried out with the least possible intrusion into your privacy. Measures will be put in place to ensure confidentiality of test results.

If you receive a positive test result, where there are safety issues involved this will be viewed as a potential gross misconduct offence and it could result in your summary dismissal. Alternatively, or in addition to disciplinary action taken which is short of dismissal, where you accept that you have a problem with alcohol or drug misuse and you are willing to receive help, we may make an offer to you to undergo a programme of medical treatment, rehabilitation or counselling.

Unreasonable refusal to submit to an alcohol or drug-screening test may result in disciplinary action being taken against you.

10. Gambling

Participation in any form of major gambling through the use of the Company's time, equipment and other resources for gambling-related activities is prohibited. For example, placing bets with external book-making operations, using Company equipment (e.g., phone, facsimile machines, computers, etc) or other resources for gambling purposes, or engaging in any kind of gambling activity during your working time are strictly prohibited.

Serving as an intermediary between Company employees and any external bookmaking or other betting group, or otherwise soliciting employees to place bets with outside persons is also strictly prohibited.

We understand that you may participate in minor forms of betting outside your working hours. However, we consider these activities of a personal nature to you.

11. Buying or Selling of Goods

You are reminded that you are paid to work whilst in our employment, and are not allowed to buy or sell goods on your behalf or on anyone else's behalf during working hours or on our premises.