

Code of Conduct Policy

1. General Principles

This Code of Conduct Policy should be read in conjunction with the RETN's Disciplinary Procedure. The aim of the Code of Conduct is to set out the standards of conduct expected of all staff and to provide a framework within which managers can work with employees to maintain those standards and encourage improvement where necessary.

It is RETN's policy to ensure that any disciplinary matter is dealt with fairly and in accordance with the Disciplinary Procedure.

If an employee is in any doubt as to their responsibilities or the standards of conduct expected they should seek to clarify this by raising the matter with their line manager.

2. Code of Conduct

Managers have the responsibility to ensure that all employees for whom they are responsible know and understand the rules contained within RETN's Code of Conduct.

While employed by RETN, employees should at all times maintain professional and responsible standards of conduct. In particular, staff should:

- observe the terms and conditions of their contract, express and implied;
- observe RETN's policies, procedures and regulations, these can be found on the staff intranet or are notified to employees from time-to-time by means of notice boards, e-mail, the intranet or otherwise;
- take reasonable care in respect of the health and safety of self, colleagues and third parties and comply with RETN's Health and Safety Policy; and
- comply with all reasonable instructions given by managers.

Failure to maintain satisfactory standards of conduct may result in action being taken under the Disciplinary Procedure.

3. Misconduct

The following are examples of matters that will normally be regarded as misconduct and will be dealt with under the Disciplinary Procedure:

- minor breaches of RETN's policies and procedures;
- minor breaches of an employee's employment contract, this can include:
 - poor timekeeping.
 - being absent from work without prior authorisation or good reason.
 - unacceptable levels of absence from work.
 - refusal to follow reasonable instructions.
 - negligence in the performance of an employee's duties.
- damage to, or unauthorised use of, RETN's property;
- inappropriate use of RETN's telephone for personal calls;
- inappropriate personal e-mail or Internet usage;
- obscene language or other offensive behaviour; or
- smoking in no-smoking areas.

This list is intended only as a guide and it is not intended to be exhaustive.

4. Gross Misconduct

Gross misconduct is misconduct which, in RETN's opinion, is likely to prejudice its reputation or irreparably damage the working relationship and trust between employer and employee. Gross misconduct will be dealt with under RETN's Disciplinary Procedure and if substantiated will

normally lead to dismissal without notice or pay in lieu of notice (summary dismissal). The following are examples of matters that are normally regarded as gross misconduct:

- serious misuse of RETN's property or name;
- bringing RETN into serious disrepute;
- serious breach of trust and confidence;
- serious misuse of RETN's information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of e-mail and the internet);
- a breach of RETN's equalities Policies including discrimination, harassment or victimisation;
- victimising another who has raised concerns, made a complaint or given evidence or information to RETN for any reason;
- deliberately accessing and remaining connected to internet sites containing pornographic, offensive or obscene material;
- physical violence or bullying, actual or threatened violence or behaviour which provokes violence;
- incapability to work brought on by the misuse of alcohol or drugs;
- possession, supply or attempted supply of illegal drugs;
- serious breach of health and safety rules;
- fraud, forgery, theft or unauthorised removal of RETN's property or the property of an employee, contractor, learner or member of the public;
- undertaking unauthorised paid or unpaid employment during an employee's working hours;
- acceptance of bribes or other undeclared and inappropriate payments arising out of an employee's employment;
- deliberate damage to RETN's buildings, fittings, property or equipment, or the property of an employee, contractor, learner or member of the public;
- conviction for a criminal offence that in RETN's opinion may affect its reputation or relationships with its employees, learners or the public, or otherwise affects an employee's suitability to remain an employee;
- providing false details in an application for employment or giving false information as to qualifications or entitlement to work (including immigration status) in order to gain employment or other benefits;
- repeated or serious disobedience of reasonable instructions or other serious act of insubordination or serious neglect of duties;
- breach of RETN's Safeguarding Policy or Procedures;
- deliberate or unauthorised use, processing or disclosure of personal data or confidential information contrary to RETN's Data Protection Policy; and
- malicious or vexatious use of RETN's Grievance Procedure.

This list is intended only as a guide and is not to be considered exhaustive.

5. Review

This policy was approved by the Chief Executive Officer on 01/04/2023 and is subject to annual review.