

OLLY CODE OF CONDUCT

Reviewed 1st March 2023

INTRODUCTION

Welcome to OLLY. The following pages are a statement covering various aspects of your employment at OLLY.

HOURS OF WORK

Your contracted hours will be given in your contract of employment. Time off in lieu of extra hours must be agreed with the OLLY Manager in advance. If you are unable to attend work or are going to be late you must telephone the office as soon as possible on 0151 709 2994.

CONFIDENTIALITY

You must keep all information given to you or always created by you during your employment confidential while you are an employee and after your employment ends. More details are given in our confidentiality Policy.

HEALTH AND SAFETY

You are expected to comply with our current health and safety legislation and be familiar with our Health and Safety Policy

OLLYS PROPERTY

You are expected to take reasonable care of our property issued to you and may be liable for any loss or damage arising from your negligence. You must not remove equipment, furnishing or supplies from the workplace without the permission of the OLLY Manager. Supplies purchased by OLLY must not be used for personal use.

PERSONAL BELONGINGS

OLLY cannot accept any responsibility for your own belongings while you are at work and you should therefore ensure that you only bring with you those items which you will need.

VEHICLES

If your own vehicle is used for OLLY business, regardless of whether you claim reimbursement of petrol costs for this you must ensure that your insurance policy is in force and includes cover for such use. You must also have a current MOT, Road tax and a valid driving licence.

SMOKING

OLLY holds a strict NO SMOKING policy in all offices, grounds, premises, and vehicles.

ACCEPTANCE OF GIFTS

You must never ask or influence any individual or organisation to give you a gift.

PRIVATE TELEPHONE CALLS

You may only make essential private phone calls and must seek permission prior to this.

INTERNET USE

The use of the internet in a manner not conducive with business ethics may expose the individual and KIND to possible danger and fines. You are not permitted to purchase or install third party internet webpage access software or other software devices. **ANY MATERIAL DOWNLOADED THAT COULD BE CONSTRUED AS PORNAGRAPHIC OR OFFENSIVE WILL LEAD TO DISCIPLINARY ACTION**

COMPUTER EQUIPMENT

You must only use computer equipment, systems, and networks relevant to your work unless authorised by the OLLY Manager. There are no circumstances in which you may use OLLYS computers or networks for purposes that are unlawful, offensive or that might bring OLLYS reputation into disrepute. Note that computers and networks may be subject to audits, monitoring and investigations to protect OLLYS assets.

EMAIL

You must only use the email service for OLLY business unless otherwise instructed by the OLLY Manager. Mail on the internet is not secure: never include anything in an email message that you want to keep private and confidential. Do not send threatening emails. Do not send racially, politically, or sexually offensive emails. Do not send out confidential materials outside of OLLY Organisation. Do not participate in chain letters sent out via email. Do not send electric correspondence that may in any way reflect poorly on OLLY, as each transaction can be traced to KIND. Do not open any email attachments unless you are sure of what they contain and where they have come from.

COMMUNICATION

You have a responsibility to read all appropriate communication books, check any message systems in place and inform an appropriate member of staff of any appointments you may be attending before you leave and provide a time you anticipate returning.

PHOTOGRAPHY

Under no circumstances may Team Kind, visitors or parents/carers take still or moving images of children on their mobile phones or cameras for their own personal use.

SOCIAL NETWORKING SITES

Team Kind may never 'add' a child or young person on any social working sites. Children's pictures may not be used on sights without parental/carers permission. Underpinning Principles with accordance to 'Guidance for Safer Working Practice for Adults who works with children and Young People'.

- The welfare of the child is paramount (children Act 1989)
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned, or contracted to work with children and young adults.
- Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Adults should work and be seen to work, in any open and transparent way.
- The same professional standards should always be applied and should be sensitive to differences expressed through culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

PERSONAL APPEARANCE

- A t-shirt will be provided for you during your time with us. Remember we are role models and therefore should try and be smartly dressed. We do not recommend large earrings or long hair to be worn out.
- All staff must maintain a high level of personal hygiene.