



Appropriate Adults UK

AAUK Policy - Code of Conduct

This policy outlines our expectations regarding employees' and representative's behaviour towards their colleagues, supervisors and overall organisation.

We promote freedom of expression and open communication. But we expect all employees and representatives to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

This policy applies to all our employees and representatives regardless of employment agreement or rank.

Compliance with law

We expect all employees and representatives to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the workplace

All employees and representatives should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimisation. Employees and representatives should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

Employees and representatives should always act to protect company assets, including physical, intellectual, and electronic or digital properties

Employees and representatives:

- Shouldn't misuse company equipment.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) They should only be used to complete duties.

Professionalism

All employees must show integrity and professionalism in the workplace:

- **Personal appearance**

All employees and representatives must be clean and well-groomed. Grooming styles dictated by religion and ethnicity aren't restricted.

All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities aren't allowed.

All clothes must project professionalism. Clothes that are too revealing or inappropriate aren't allowed.

All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed.

Employees and representatives must avoid clothes with stamps that are offensive or inappropriate.

- **Corruption**

Our integrity is essential for maintaining trustworthiness and reputation. Employees and representatives should always do their work fairly, honestly, and legally. We discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

- **Attendance and punctuality**

Employees and representatives are expected to be regular and punctual in attendance. This means being in the office, ready to work, at starting time each day and being in attendance to all call outs at the agreed time.

- **Job duties and authority**

All employees and representatives should fulfil their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

- **Conflict of interest**

We expect employees and representatives to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

- **Collaboration**

Employees and representatives should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work. We all depend on each other to produce the best work we can as a company. Your decisions will affect clients and colleagues, and you should take those consequences into account when making decisions.

- **Communication**

All employees and representatives must be open for communication with their colleagues, supervisors or team members.

- **Policies**

All employees and representatives should read and follow our company policies. If they have any questions, they should ask a member of the Management team.

Disciplinary actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.