



 **Compliance Group**  
**Code of Conduct**

**Electrical**

**Fire**

**Water**

Website: [compliancegroup.uk](http://compliancegroup.uk) | Email: [info@compliancegroup.uk](mailto:info@compliancegroup.uk) | Telephone: +44 (0) 204 5518729

Compliance Group Limited is registered in England and Wales with company number 12351374 and registered address at 85 Great Portland Street, London, England, W1W 7LT

## Approval

The signatures below verify that this policy has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Position	Date
Prepared by	Cally Hickman	Group HR Director	15/06.2023
Approved by	Cally Hickman	Group HR Director	15/06.2023

## Amendment Record

This policy is reviewed to ensure its continuing relevance to the systems and process that it describes.

Revision	Document Reference	Changes made	Date
0	Whole document	New document. Document issued at Rev 0.	15/06.2023

The electronic version of this policy is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version(s) of this document is uncontrolled.

# 1. Policy Statement

Our Employee Code of Conduct company policy outlines our expectations regarding employees' behaviour towards their colleagues, supervisors and overall organisation.

We promote freedom of expression and open communication. But we expect all employees 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.

# 2. Scope

This policy applies to all our employees regardless of employment agreement or position.

## What are the components of an Employee Code of Conduct Policy?

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

### Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

### Respect in the workplace

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

### Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

Shouldn't misuse company equipment or use it frivolously.

Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

### Professionalism

All employees must show integrity and professionalism in the workplace:

Personal appearance/Hygiene

All employees must follow our dress code and personal appearance guidelines.

## **Corruption**

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

## **Job duties and authority**

All employees should fulfil their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competencies 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.

## **Absenteeism and tardiness**

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.

## **Conflict of interest**

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

## **Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

## **Communication**

All employees must be open to communication with their colleagues, supervisors or team members.

## **Benefits**

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

## **Policies**

All employees should read and follow our company policies. If they have any questions, they should ask their managers or Human Resources (HR) department.

## **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 situation.

Possible consequences include:

Demotion

Sanction

Suspension or termination for more serious offenses

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



 **Compliance Group**

Website: [compliancegroup.uk](http://compliancegroup.uk)

Email: [info@compliancegroup.uk](mailto:info@compliancegroup.uk)

Telephone: +44 (0) 204 5518729