

Employee Code of Conduct Policy

1. Introduction

1.1 Bristol Together CIC is committed to fostering a positive, respectful, and inclusive work environment. This Employee Code of Conduct Policy outlines the standards of behaviour expected from all employees to maintain a professional and productive workplace.

2. Purpose

2.1 Define acceptable and unacceptable behaviours.

2.2 Promote a culture of integrity, respect, and accountability.

2.3 Ensure a safe and supportive working environment for all employees.

3. Scope

3.1 This policy applies to all employees, contractors, and other individuals representing Bristol Together CIC.

4. Principles

4.1 Professionalism:

4.11 Employees are expected to perform their duties with competence, diligence, and dedication.

4.12 Employees must dress appropriately for their role and maintain a professional demeanour at all times.

4.2 Respect and Inclusion:

4.21 Treat all colleagues, clients, and stakeholders with respect and dignity.

4.22 Foster an inclusive environment free from discrimination, harassment, and bullying.

4.3 Integrity:

4.31 Conduct business with honesty and integrity.

4.32 Avoid conflicts of interest and disclose any potential conflicts to management.

4.4 Confidentiality:

- 4.41 Protect the confidentiality of sensitive information related to Bristol Together CIC, its clients, and employees.
- 4.42 Do not disclose confidential information without proper authorisation.
- 4.5 Health and Safety:
 - 4.51 Follow all health and safety policies and procedures.
 - 4.52 Report any hazards, accidents, or unsafe conditions to a supervisor immediately.

5. Unacceptable Behaviour

- 5.1 Discrimination, harassment, or bullying of any kind.
- 5.2 Theft, fraud, or any form of dishonesty.
- 5.3 Violation of company policies or procedures.
- 5.4 Unauthorised disclosure of confidential information.
- 5.5 Any form of violence or threatening behaviour.
- 5.6 Substance abuse or being under the influence of illegal drugs or alcohol while at work.

6. Reporting and Enforcement

- 6.1 Employees are encouraged to report any violations of this policy to their supervisor.
- 6.2 All reports will be investigated promptly and fairly.
- 6.3 Disciplinary actions will be taken as appropriate, based on the severity of the violation.

7. Review

- 7.1 This Employee Code of Conduct Policy will be reviewed annually or as needed to ensure its effectiveness and relevance.

Paul Morgan, Managing Director
Bristol Together CIC



For any questions or concerns related to this employee Code of Conduct Policy, please contact Paul Morgan – paulmorgan@bristoltogether.co.uk.

Review Cycle:	Date of Review:	Reviewed by:	Next Date of Review:
Annual	01/08/2024	Paul Morgan – Managing Director	01/08/2025