



General Code of Conduct

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Purpose

It is helpful to incorporate a general code of conduct as the first item in the Handbook as this specifies that employees must:

- Act responsibly;
- Treat each other and all parties with respect;
- Abide by all the policies, rules and procedures.

Scope

This policy and all policies, rules and procedures within this Handbook apply all employees of ELATT.

Code of Conduct

The organisation is committed to treating all employees with respect and as responsible adults. The same approach and attitude is expected at all times from all employees of the organisation towards their colleagues and their property, learners, customers, suppliers, agents, the visiting public and the organisation's assets and property.

Failure of employees to act in accordance with the principles set out above will almost inevitably lead to the employee being in breach of the rules of the organisation and becoming subject to the Disciplinary Procedures.

This policy is non-contractual and may change from time to time.

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