



NEW-U ENTERPRISES CODE OF CONDUCT

The purpose of this Code of Conduct is to set out standards of behaviour expected from employees of New-U Enterprises Ltd. All employees should read and comply with this Code of Conduct.

All employees should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in their contract of employment and job description to a satisfactory standard;
- Performing their duties to the best of their ability in a safe, efficient and competent way;
- Following the charity's policies and procedures as well as any instructions and directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Acting in a way that is in line with the purpose and values of the charity and that enhances the work of the charity;
- Communicating respectfully and honestly at all times with colleagues and all persons who interact with New-U Enterprises Ltd;
- Observing safety procedures, including obligations concerning the safety, health and welfare of other people, in line with training provided to them;
- Reporting any health and safety concerns even if it is not within their area of responsibility;
- Raising concerns about possible wrongdoing in the workplace with Sue Buffin CEO in line with New-U Enterprises Ltd's whistleblowing policy;
- Directing any questions regarding New-U Enterprises Ltd's policies, procedures, support or supervision to their line manager/supervisor;

- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with New-U Enterprises Ltd's grievance procedures;
- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material or devices containing confidential information and, at the end of their employment with New-U Enterprises Ltd, returning any such documents, material or devices in their possession;
- Seeking authorisation before communicating externally on behalf of New-U
- Declaring any interests that may conflict with their work or the work of the charity (e.g. other business interests or employment). If any doubt arises as to what constitutes a conflict of interest, employees may seek guidance from Sue Buffin, CEO;
- Undertaking relevant training to maintain and improve knowledge, skills and work practices;
- Maintaining an appropriate standard of dress and personal hygiene;
- Disclosing the fact that they have been charged with, or convicted of, a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to their line manager. This may have implications for their employment