



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

Review date: 16th May 2026