



Code of Conduct

1. INTRODUCTION

1.1 The conduct of staff in WiEducate must be open, honest and impartial and seen to be so. This policy outlines the responsibilities of staff working for the Company. All staff also bears a responsibility as employees to act as ambassadors for WiEducate in terms of their general conduct.

1.2 The duties of an employee are embodied in Common Law and built on by Statute e.g. the Race Relations Act, The Sex Discrimination Act, The Health and Safety at work Act, The bribery Act 2010 etc.

1.3 Under Common Law the duties of an employee are as follows:

- to be ready and willing to work;
- to offer personal service: for example, must not subcontract the work for which they are employed;
- to take reasonable care in the exercise of that service, including the duty to be competent at work and to take care of the employer's property;
- to not wilfully disrupt the employer's business;
- to obey reasonable orders as to the time, place, nature and method of service;
- to work only for the employer in the employer's time;
- to disclose information to the employer relevant to the employer's business: for example, that they might know or discover;
- to hold for the employer the benefit of any invention relevant to the business on which the employee is engaged;
- to respect the employer's trade secrets;
- in general, to be of good faith and do nothing to destroy the trust and confidence necessary for employment;
- to account for all profits received in the course of employment;
- to indemnify the employer for loss caused by the employee.

1.4 United Kingdom Statute Law places further responsibilities on individual employees regarding their own behaviour and their behaviour towards other employees.

2. STANDARD OF CONDUCT REQUIRED BY WIEDUCATE



Gifts and Hospitality

2.1 In addition to the duties placed on employees by Civil and Statute Law. WiEducate requires its employees to ensure that gifts and hospitality offered by individual's receiving support, parents/carers and potential suppliers of goods and services to the Company are declined. This applies whether the gifts or hospitality are offered within, or outside normal working hours.

Transaction of Private Business

2.2 Employees having official dealings with contractors and other suppliers of goods or services must avoid transacting any kind of private business with them by any means other than normal commercial channels. No favour or preferences as regards price, or otherwise, which is not generally available, should be sought or accepted.

Visits to Conferences, Demonstrations etc

2.3 WiEducate intends that when it is necessary for employees to visit conferences, demonstrations and similar occasions, it should bear the travelling and subsistence expenses itself. Exceptions to this general rule will only be permitted with the approval of the Operations Manager / Directors.

Attendance at Luncheons, Receptions etc

2.4 Where it is evident that the work of WiEducate will be facilitated, invitations to attend receptions, luncheons may be accepted under the following rules:

- no employee may accept an invitation without first obtaining the approval of the Project Manager;
- in exceptional circumstances, where it is not possible to seek prior approval, the facts should be reported immediately afterwards;
- if addressed personally, such an invitation may not be transferred to another employee, except with the consent and approval of a senior manager as above and with the concurrence of the party issuing the invitation;
- invitations involving attendance outside normal working hours may be accepted only on the authority of the Project Manager;
- as a general rule, anyone who has any doubts about the wisdom of accepting any hospitality should decline the offer.

NB the important difference between, for example, attendance in an official capacity at a function organised by WiEducate or one of its subsidiaries and the acceptance of hospitality from a private individual or firm should be recognised.

Gifts

2.5 Nothing more than a small, low value item such as a calendar, diary, blotter, chocolates or flowers can be accepted. All other gifts must be politely refused or, if received through the post, returned to the donor with a suitably worded letter signed



by the Project Manager.

Identification

2.6 Employees should carry their staff card whilst carrying out their duties.

Confidentiality

2.7 At all times confidentiality must be maintained. No information can be released to unauthorised persons or organisations. The Directors or Operations Manager of WiEducate will inform employees of those authorised to receive information.

2.8 If doubt exists as to the validity of an organisation or individuals to receive information, this must be checked with a Senior Manager.

General Conduct

2.9 Employees should at all times conduct themselves in such a way as to enhance the reputation of WiEducate.

These standards of conduct are intended to underpin and clarify standards required of the Company of its employees. Failure to reach these standards will result in disciplinary action.



WIEDUCATE

INSPIRE EMPOWER GROW

Issue	Date	Reason for change	Approved by
1.0	February 2022	Creation of policy	Steph Horne
2.0	February 2022	Policy Review	Steph Horne
2.1	February 2022	Policy Review	Steph Horne