

	TITLE	REF	VERSION
	Professional Conduct Policy	HR006	2.1
	APPROVAL BODY:	DATE	REVIEW DATE
	Corporation Board	29 th January 2024	29 th January 2027
	LEAD PERSON	Chief People Officer	
	EQIA DATE	29 th January 2024	DPIA DATE 29 th January 2024

PROFESSIONAL CONDUCT POLICY

Policy Statement

This policy provides a clear framework for all employees within Activate Learning, whether directly employed or otherwise, on the expected standards of personal behaviour and conduct at work.

Purpose

All employees are ambassadors for the Activate Learning group and are responsible for upholding its reputation and brand identity. When staff members come into contact with people during the course of their duties, their conduct and personal behaviour significantly influences the impression they have of the group and so shapes its reputation.

Activate Learning strives to maintain a professional, supportive and harmonious work environment for its staff and a learning environment for its students in which

You are required to read and familiarise yourself with the Health, Safety and Environment Policy and all risk assessments, safe systems of work and required protective equipment for the area / role in which you work. These can be found on SharePoint.

You should also ensure that whilst in the workplace you ensure the safety of yourself and others, and do not participate in any activity that would put yourself or others at risk. For example, misuse of drugs and alcohol and should read the Misuse of Drugs and Alcohol Procedure.

Safeguarding

Activate Learning takes its safeguarding responsibilities very seriously. Safeguarding is the responsibility of all members of our community and you should take time to read our Safeguarding Policy and understand your responsibilities. All safeguarding concerns are recorded including those that do not meet the harm threshold (Low Level Safeguarding concerns). A low-level concern is any concern no matter how small, and even if no more than causing a sense of unease - that an adult working in or on behalf of Activate Learning may have acted in a way that is inconsistent with the Professional Conduct Policy, including inappropriate conduct outside of work, and which does not appear to meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO. Information on reporting is contained within the Disciplinary Procedure and all staff should familiarize themselves with this process.

Conduct Outside of Work

Where any employee gains a criminal conviction during their employment they should ensure they inform their line manager. Should this conviction or any other activity such as an arrest their role then Line Manager and HR must be notified immediately. Further action may need to be considered. Any unlawful, anti-social or other conduct by employees which may jeopardise Activate Learning's reputation or position will be dealt with through the disciplinary procedure.

Privacy and Data Protection

Activate Learning has detailed privacy policies related to the collection, storage, use, transmission and attend training events related to privacy and data protection, always act in accordance with the provisions of our policies and report any breach of privacy immediately.

Confidentiality, Copyright, Inventions and Patents

Your contract of employment details your responsibilities in respect of these areas. Please ensure you fully understand your responsibilities and comply with them.

Conflicts of Interest

You must not put yourself in a position, either inside or outside work, where your personal interests conflict or might mean you stop being independent or objective, or that could lead to our students, customers, suppliers or fellow colleagues losing confidence in our integrity.

If you are involved in any activity or relationship, including personal relationships that could lead to a conflict of interest, you must inform your manager and to Governance and Compliance to ensure that the interest is entered on the Register of Interests.

using equipment or accessing networks from outside. Whilst we encourage the use of technology to improve our business and administrative systems and to aid communications, unauthorised and/or inappropriate use the course of employment may lead to

- Recruitment Policy
- Safeguarding and Child Protection Policy
- Health, Safety and Environm1Environm1Envir7f7 TmpF0 g/80560.47 Tm0 g0 G57.22 Tm0 g0 G[)]TJETQ.

- Anti-Corruption and Bribery Procedure
- Whistleblowing Procedure
- IT Services Acceptable Use Policy
- Information Security and Data Protection Policy
- Customer Compliments, Comments and Complaints Procedure