



FOR THE FUTURE
**COOL BLUE
COLLEGE**

Code of Conduct

Form: CP-076

Revision: 00



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Introduction

Our Employee Code of Conduct company policy outlines our expectations regarding employees' behaviour towards our colleagues, managers, employers and learners.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

Scope

This policy applies to all our employees regardless of employment agreement or rank.

Policy elements

What are the components of an Employee Code of Conduct Policy?

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

All employees must ensure that the company operates within its legal requirements. They should comply with all health and safety, employment and commercial laws and fair dealing laws. We expect employees to be ethical and responsible when dealing with the company's finances, products, partnerships and public image.

Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment, or victimisation. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relationships.

Protection of company property

All employees should treat our company's property, whether material or intangible, with respect and care.

- Employees should not misuse **company equipment** or use it frivolously.
- Employees should respect all kinds of **company's property**. This includes trademarks, copyright and other property (information, reports, etc.) They should be used only in the course of performing their company duties.
- Employees should protect company facilities and other company property.

Acting with integrity

Act with integrity and play by the rules. Our reputation as a Training Provider and as individuals is built on trust, honesty, integrity, decency and adherence to strong moral principles and is the cornerstone on which our business, our livelihoods and those who trust on us to be their partner, depend.

Each of us, regardless of our actual or perceived seniority or position, plays a critical role in safeguarding the integrity of our business, our reputation and our clients (both Employers and Learners) We are subject to rules, regulations, and standards, in letter and in spirit.

If there is a perceived conflict between the Code of Conduct and professional rules and regulations, we follow the professional rules and regulations. If the Code of Conduct requires a higher standard than any professional rule or regulation, we follow the Code.

We:

- Do not cut corners.
- Are open and encourage openness about our and others' mistakes – they are opportunities to learn.
- Promote a strong compliance culture in the company through our words and actions.
- Are transparent in our dealings with regulators and government authorities.
- Do the right thing, including when no one is 'watching'

Inclusivity

We are inclusive and celebrate equity and diversity—they are essential for our pursuit of excellence. We embrace our differences. We ensure all voices are heard, and everyone is treated with fairness, dignity, respect, empathy, and compassion. These form the basis on which we build relationships with others. Together we create an environment where all feel welcomed and supported and where there are equal opportunities and equal access. We afford everyone the same human respect, irrespective of position, status or form of contribution.

We recognise that we all have our own biases and we take account of these in our decision-making and interaction with others. The culture we want everyone within the company to experience requires each of us to actively demonstrate our commitment to it. We need to be actively and consciously inclusive if we are to deliver the equality of experience that each of us is entitled to.

Bullying and harassment have no place in our company. Bullying and harassment includes slurs, offensive remarks, inappropriate jokes, and any other conduct, whether online, visual, verbal, physical or other, that could create an intimidating or uncomfortable work environment, including suggestive language or behaviour. This extends to all interactions and modes of communication, including electronic communication and social media.

We:

- Set a good example by treating our colleagues with dignity and respect, and in the manner, we would like to be treated ourselves.

- Are aware of the impact our words and actions can have on others.
- Are interested in, and demonstrate respect for, cultural differences; and seek to develop our understanding of these differences.
- Create an environment in which each of us can bring our whole self to work and to discuss our personal circumstances if we choose to do so.

Embracing Challenge

We want to foster an environment where everyone has the freedom to question the status quo. We proactively embrace challenge – no matter what level of seniority or position we are in. We provide each other with honest, thoughtful, and constructive feedback, so that every member of the team can develop and thrive. Failure to provide genuine feedback is a missed opportunity for everyone. We always act with courage and conviction confident in our capabilities, skills, and experience. We welcome change and are ready to do things differently, moving forward, innovating, and improving.

We:

- Are open to new ideas, different points of view and to any proposed changes to ways of working
- Put forward suggestions we think could improve the status quo including by challenging accepted norms, assumptions, and language.
- Ask for feedback and give constructive feedback on a regular basis.
- Ask if we are not sure, air concerns and question assumptions.
- Advise, listen, are open to questions and concerns from others, and guide when needed.
- Promote and encourage continuous learning.

Act Responsibly

We always strive to bring positive, responsible, and lasting impact and seek to contribute to building a just, fair, sustainable, and prosperous society through our value-added training partnerships. We give back to the wider community. We encourage and enable environmentally sustainable practices and minimise our own negative impact on the environment.

Professionalism

All employees must show integrity and professionalism in the workplace.

Personal appearance

All employees must follow our dress code and personal appearance guidelines.

Job duties and authority

All employees should fulfil their job duties with integrity and respect toward customers and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

Absenteeism and tardiness

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.

Conflict of interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Communication

All employees must be open for communication with their colleagues, supervisors or team members.

Policies

All employees should read and follow our company policies. If they have any questions, they should speak with their manager.

Disciplinary actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement, or other unlawful behaviour.

Review of Policy Statement

This procedure will be reviewed at minimum, on an annual basis or when necessary, by the Managing Director of Cool Blue College and the Quality & Compliance Coordinator

Date of Review	Print Name	Position
9 th January 2023	Mark Clelland	Director
	Luke Stavers	Quality & Compliance



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