

CODE OF CONDUCT

A FU⁺UREPLUS GUIDE

WHAT IS A CODE OF CONDUCT?

A Code of Conduct is guide for your employees that sets out the **principles**, **standards** and **moral expectations** that employees should adhere to while at work or representing your company.

It may be included in your **Employee Handbook**, sit alongside your company **Code of Ethics**, or be presented as a **standalone document**.

YOUR CODE



Writing a **Code of Conduct** is a great opportunity for your CEO, Founders or HR team to highlight the standards employees should uphold while representing your business.

Your Code should act as a reference point for employees to support day-to-day ethical decision making, so make sure that it is **clearly laid out, easy to understand and access**, with up-to-date links to any separate policies mentioned within it.

Your Code of Conduct is also an integral part of your company's **compliance efforts** and should act as a form of **risk assessment**, outlining the processes and procedures employees should follow, should any illegal activity arise.

Your Code can also serve as a **benchmarking mechanism** against which individuals and organisational performance can be measured.

WHAT SHOULD THE CODE COVER?

+ OPENING STATEMENT

An introduction, including your company's purpose, values, vision and mission. We recommend including a message from your CEO or Founders endorsing these values.

+ CONDUCT STANDARDS

Outline your company's standards and expectations regarding behaviour and performance.

+ COMPLIANCE WITH LAWS AND REGULATIONS

Underline that your employees must comply with all applicable laws and regulations and must not engage in any illegal or unethical activities.

+ AVOIDING CONFLICTS OF INTEREST

Demonstrate how your employees should manage and declare any potential conflicts of interest.

+ DISCRIMINATION AND RESPECT

Outline that you strive to create an inclusive working culture and that you expect your employees to uphold these values. Include a link to your Diversity & Inclusion policy, and/or Equal Opportunities policy.

+ ACTING ETHICALLY

Underline that employees must comply with applicable anti-bribery, money laundering and corruption laws, regulations and codes, and highlight the prohibiting of labour exploitation in any form, including psychological and sexual exploitation.

WHAT SHOULD THE CODE COVER?

+ CONFIDENTIALITY AND DATA PROTECTION

Outline that you expect your employees to maintain confidentiality and to safeguard sensitive information. Explain that employees must comply with all applicable data protection laws and procedures.

+ HEALTH AND SAFETY

State that employees should comply with health & safety regulations. Include a link to your Health & Safety policy.

+ PROTECTING THE ENVIRONMENT

Outline how you expect employees to contribute to mitigating any negative environmental footprint your business may have, and include a link to any environmental policies you have in place.

+ USE OF COMPANY RESOURCES

Outline how you expect staff to treat company property and assets.

+ USE OF SOCIAL MEDIA

State your company's expectation for all employees to use social media responsibly. Emphasise that social media should not be used in a way that could negatively impact the company's reputation.

+ OTHER ASPECTS YOU MAY WISH TO INCLUDE:

- Dress code and personal appearance
- Absenteeism and lateness
- Disciplinary procedures
- Grievance procedure
- Freedom of Association and the right to join unions
- Rules concerning drugs, alcohol and smoking

OTHER THINGS TO CONSIDER

1

Your Code of Conduct should be made **available to all employees** and **reviewed and updated regularly**.

2

Explain clearly how **violations of the Code will be handled**, mentioning the external legal risks of non-compliance.

3

Consider how your code relates to your **Supplier Code of Conduct** and your **Code of Business Ethics**.

NEED MORE HELP?

As an additional service we can supply a structured template for a Code of Conduct. We also offer consultancy services if you would like more comprehensive support, for example writing a bespoke Code from scratch.

Please let us know if you would like more information – we would be happy to provide a quote for either service:

team@future-plus.co.uk

