

Code of Conduct

ADCO Electric's Codes of Conduct which all Staff are required to adhere to are:

1. Act professionally and ethically.
2. Demonstrate honesty and integrity.
3. Promote a positive work environment.
4. Communicate and use official information responsibly.

1. Act professionally and ethically

Staff must:

- 1.1 Comply with all applicable ADCO Electric's policy frameworks.
- 1.2 Perform their duties diligently to the standard reasonably required of them.
- 1.3 Act in a way which protects and promotes the interests of ADCO Electric's.
- 1.4 Not absent themselves from the workplace without proper notification or reason, when meant to be at work.
- 1.5 On presentation and while at work be in a fit and proper condition and not under the influence of alcohol or drugs.
- 1.6 Dress in a way that is appropriate for the work they do, and comply with uniform procedures.

2. Demonstrate honesty & Integrity

Staff must:

- 2.1 Act with honesty and transparency in all of the work that they do
- 2.2 Make decisions based on fair and objective processes
- 2.3 Use the powers granted to them responsibly for the purpose and manner they are intended.

3. Promote a positive work environment

Staff must:

- 3.1 Collaborate and treat each other in a way that promotes harmonious and productive working relationships.
- 3.2 Treat colleagues, clients and members of the public with courtesy and respect.

- 3.3 Not bully or harass, or support colleagues to bully or harass each other, clients or members of the public.
- 3.4 Take reasonable care to ensure their own safety and that of others in the workplace.
- 3.5 Not discriminate against each other, patients, clients or members of the public on the basis of age, breastfeeding, family responsibility, family status, gender history, impairment, marital status, political conviction, pregnancy, religious conviction, race, sex or sexual orientation.
- 3.6 Familiarise themselves and act in accordance with the Bullying & Harassment Policy.

4. Communicate and use official information responsibly.

Staff must:

- 4.1 Maintain confidentiality about any personal or other information that becomes available to them in the course of their employment and only use the information in connection with their position.
- 4.2 provide written Not use official information obtained through the course of their employment to public comment or communicate in writing, online or via social media without authorisation from the relevant delegated authority.

**Approved by Adam Di Placido
Managing Director**



3rd July 2019

