



The North Harris Trust

Code of Conduct

A Code of Conduct and Disciplinary Procedure are necessary to ensure the fair treatment of employees. These documents form part of the Terms and Conditions of Employment.

Employees are expected to behave in a reasonable manner.

The undernoted are examples of what will be considered by The North Harris Trust to be breaches of the Code of Conduct. This is not an exhaustive list.

- Any act of criminal or unlawful nature, particularly theft.
- Falsifying any organisational records.
- Giving false information on engagement.
- Insubordination or failing to carry out reasonable instructions.
- Drinking or possessing alcoholic drink at work except when allowed.
- Being at work under the influence of intoxicant or un-prescribed drugs.
- Violating safety or engaging in any activity which is unsafe for the employee, other employees or members of the public.
- Unjustified absence or lateness or repeated failure to work the prescribed number of hours.
- Unjustifiably leaving the place of work without permission or before the appointed time.
- Failure to meet reasonable standards of work as laid down from time to time by line management or by legislation.
- Disclosure of information, against the Trust's interest or the interest of the membership, to unauthorised persons.
- Any misconduct or failure to comply with rules or warnings which may be notified from time to time.