



PoppyHarp CODE OF CONDUCT

Overview

PoppyHarp expects all employees, volunteers and representatives carry out their duties and activities associated with their work with professionalism, authenticity and integrity.

About this policy

This policy is applicable to all individuals associated with our organisation, encompassing various employment arrangements such as fixed-term contracts, volunteers, consultants/contractors, adjudicators, panel members, and third-party employees like agency workers. Its purpose is to set forth the expected code of conduct for these groups within PoppyHarp. While not comprehensive, it outlines the organisation's expectations. In instances where non-employees, such as agency or temporary workers, violate this policy, the respective agency or entity providing the individual will be notified and requested to take appropriate action, including contract termination if deemed necessary.

All individuals employed by or representing PoppyHarp are required to adhere to this policy. It is expected that all employees act in accordance with respect and dignity, collaborating effectively to ensure the smooth operation of business activities. Employees are encouraged to report any perceived breaches of the Code of Conduct without fear of reprisal, as long as the concerns are raised in good faith. However, making baseless allegations with malicious intent will be treated as a serious disciplinary offence. The company will strive to maintain confidentiality regarding any concerns raised, whenever feasible and appropriate. Employees should consult their PoppyHarp Terms and Conditions of Employment for contractual details, but it remains their responsibility to understand and comply with this policy. Access to the current version of the policy is available on our website. The company reserves the right to modify this policy, without providing notice.

Employees responsibilities:

Management are expected to be committed and uphold the respect of all employees, while also ensuring reasonable job security. Compensation will be offered fairly and working conditions will prioritise health and safety. PoppyHarp will provide accessible education, learning, and development opportunities to enhance employees' skills and knowledge. Upholding equality,

diversity, and inclusive behaviours will be promoted to foster a positive working environment free from bullying and harassment. PoppyHarp fosters an open atmosphere where employees feel comfortable making suggestions and lodging complaints.

All PoppyHarp employees, volunteers, consultants/contractors, panel members, adjudicators and third-party employees such as agency employees should follow our Employee Code of Conduct while performing their duties and are expected to behave in an appropriate manner showing respect for others and exhibiting the following behaviours:

Professionalism:

1. Communication among all PoppyHarp employees must be transparent with colleagues, line managers and team members. Employees are encouraged to foster a friendly and collaborative atmosphere promoting camaraderie and teamwork within the workplace.
2. PoppyHarp employees should fulfil their job duties with integrity and respect toward students, customers and the community.
3. Employees are expected to consistently exhibit integrity and professionalism both within and beyond their designated workplace. While representing PoppyHarp, employees serve as ambassadors and must avoid any conduct that could tarnish the reputation of the company. This includes behaviour outside of work premises.
4. Employees' off-duty hours are their personal concern; however, they must avoid conflicts between their obligations to PoppyHarp and their private interests. Employees must assume that their social media comments are public and refrain from making derogatory, abusive, or reputation-damaging remarks about colleagues, clients, candidates, or beneficiaries. They should not represent themselves as speaking for PoppyHarp and must adhere to the organisation's social media policy. Disciplinary action may be taken for illegal activities outside of work that damage public confidence in PoppyHarp or impact job performance directly.

Compliance with the Law:

PoppyHarp employees must adhere to the laws and regulations of the countries in which the organisation operates. Ethical behaviour is expected in financial dealings and interactions with partners, clients, and candidates. Employees should avoid activities that could harm PoppyHarp's reputation, including theft, bribery, misconduct, or exploitation of vulnerable individuals. They must report criminal investigations or convictions to Fran Barsby promptly.

Respect in the Workplace:

Employees should respect their colleagues and adhere to equality, diversity, and inclusion best practices. Discriminatory behaviour, harassment, and victimisation are not tolerated.

Protection of Company Property:

Employees should treat PoppyHarp's property, including equipment, trademarks, and information, with respect and use them only for job-related tasks. They are responsible for safeguarding company facilities and material property from damage and vandalism.

Conflict of Interest:

Employees must comply with the Anti-Bribery Policy and Gifts and Hospitality Policy and avoid personal, financial, or other interests that could compromise their job performance.

Policies:

All employees are required to read and adhere to company policies. Any questions should be

directed to Fran Barsby for clarification.

The required standard of behaviour at normal place of work also applies to behaviour at external events and meetings.

Personal Relationships:

PoppyHarp acknowledges and understands that personal relationships may naturally develop among employees and expects these relationships to be conducted in a manner that upholds fairness and equality in the workplace. To prevent potential conflicts of interest stemming from personal relationships, PoppyHarp must ensure professional management to safeguard both the company and its employees. Such conflicts may include, but are not limited to:

1. Fairness in disciplinary, performance, grievance, harassment, bullying, and attendance management processes.
2. Perceived bias in decisions regarding salary reviews, promotions, and recruitment opportunities.

Reporting

PoppyHarp is committed to maintaining a workplace free from unacceptable conduct directed at its employees, partners, clients, candidates, service providers, or any other individuals we engage with. Employees are urged to report any instances of negative behaviour they experience or witness toward themselves, colleagues, or partners/stakeholders. Reports should be directed to Company Director, Fran Barsby to ensure appropriate actions are taken.

Disciplinary Actions

Employees at PoppyHarp who deliberately or repeatedly violate this Code of Conduct may face disciplinary measures. In the event of any inconsistency between this Code of Conduct and relevant employment legislation, the legislation will take precedence.

Other

PoppyHarp reserves the right to review this policy at its discretion and/or as necessitated by changes in legislation.

Update History

The following changes have been made to this document:

Fran Barsby 28/04/2024