



THE EDUCATION ALLIANCE

Expectations and Code of Conduct Version 6.2

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<p>Name of Responsible Committee/Individual:</p>	<p>Board of Trustees</p>
<p>Implementation Date:</p>	<p>February 2019</p>
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<p>Monitoring</p>	<p>This policy will be monitored and reviewed by the relevant body in conjunction with trade union local secretaries.</p>
<p>Target Audience:</p>	<p>All Staff</p>
<p>Related Documents</p>	<p>Disciplinary Policy and Procedure ICT Acceptable Use Policy Child Protection Policy and Procedure Behaviour Policy Whistleblowing Policy Complaints Procedure Equality and Diversity Policy Fraud Policy Dress Code Dignity and Respect Policy and Procedure Prevent Policy DBS Policy</p>

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POLICY STATEMENT

We are here to make great schools and happier, stronger communities so that people have better lives. We do this by:

- Always doing what is right
- Trusting in each other and standing shoulder to shoulder
- Doing what we know makes the difference

Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent. It also means behaving appropriately at work: being courteous; working collaboratively and supporting each other; treating others with dignity and respect; tackling issues and holding yourself and others to account; listening to each other; reflecting and; acting in a calm, professional manner.

This Code of Conduct is based on key principles arising from the work of the Nolan Committee on standards in public life; it outlines the minimum standards for all employees of The Education Alliance (the 'Trust') and for any other persons working with our children and/or on Trust premises (for example, agency staff, volunteers, and contracted services).

1. PURPOSE AND SCOPE

The aim of this code is to provide clarity of expectations, ensuring the Trust's values drive behaviours at work. Public service values are at the heart of the education service. High standards of personal and corporate conduct and the recognition that students and other users of the Trust's services come first, are a requirement for all staff. The seven principles of public life (the Nolan principles) are selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Holders of public office must:

- Act solely in terms of the public interest
- Avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work
- Not act or take decisions in order to gain financial or other material benefit for themselves, their family or their friends
- Act and take decisions impartially, fairly and on merit
- Be accountable to the public for their decisions and actions and submit themselves to scrutiny
- Act and take decisions in an open and transparent manner
- Be truthful
- Exhibit these principles in their own behaviour, actively promoting and robustly supporting the principles, challenging poor behaviour wherever it occurs

All employees and any other persons working with children are required to adhere to this code. The Trust recognises the right of all staff to have a private life outside work and this policy is not intended to limit or restrict employee's choices outside working time. However, employees are reminded not to engage in behaviour in or outside the Trust, which might bring the Trust into disrepute. Breaches of this policy may result in disciplinary action and the most serious cases could result in dismissal.

The Code is compatible with the conventions contained in the Human Rights Act.

The Teacher Standards clearly set out the expectations of teachers, both in relation to their teaching and their personal conduct. These standards apply to all teaching staff employed by the Trust and should be read in conjunction with this policy.

2. ROLES AND RESPONSIBILITIES

The **Board of Trustees** is responsible for approving the code and ensuring it reflects the ethos of the Trust.

The **CEO** is responsible for ensuring that staff are treated fairly and consistently in the application of this code.

The Human Resources Department is responsible for overseeing the introduction, implementation, monitoring and review of this document and will report to the CEO and Board of Trustees as required. The Human Resources Department will provide advice, guidance and support in the implementation and application of this document.

Managers and leaders are expected to read and uphold this code, tackling minor breaches and infringements swiftly and effectively, whilst seeking support and guidance when managing more serious allegations. Managers and leaders are expected to act as positive role models, ensuring their own behaviours align to the values of the Trust.

Employees are expected to familiarise themselves with this code, aligning their behaviours with the code and the values of the Trust, whilst also ensuring they don't place their own reputation and that of the Trust at risk outside of work. All staff are encouraged and supported to perform at their best at work, and they are expected to adhere to the Expectations and Code of Conduct. Whilst the Trust provides advice, guidance and support, employees are responsible for their actions. The Head of School is responsible for making the code available to staff. If any of the provisions contained within this code, related codes of practice or any other policies are not fully understood, employees must, in their own interests, seek clarification from their leadership team, HR, their Head of School or the CEO.

3. EQUALITY AND DIVERSITY

The Education Alliance is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines
- Ensuring staff are protected from unlawful direct or indirect discrimination resulting from a protected characteristic (e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation).
- Delivering high quality teaching and services that meet the diverse needs of its student population and its workforce, ensuring that no individual or group is disadvantaged.

4. PRINCIPLES

Students, employees, parents/carers, trustees and governors expect the highest standards of behaviour from our workforce. Staff must not put themselves in a position where their honesty or integrity could be called into question. The Trust reserves the right to monitor staff, including surveillance, in accordance with relevant legislation such as the Regulatory and Investigatory Powers Act, Data Protection Act and Human Rights Act to ensure that the provisions of this code are adhered to.

The Trust employs a diverse range of staff and all staff are expected to maintain high standards of ethics and behaviour, within and outside work, by:

- Treating others with dignity and respect, building positive working relationships within appropriate parameters.
- Adhering to the organisation's policies and procedures. This includes safeguarding of students and professional conduct that doesn't result in others feeling bullied and/or harassed.
- Acting professionally at all times, welcoming diversity and difference, and upholding the Trust's vision and values.

- Maintaining high standards in their own attendance, performance and punctuality
- Working flexibly to meet the needs of the Trust wherever possible.
- Familiarising themselves with the legal and statutory requirements and responsibilities that relate to working in a school as well as their particular areas of work and roles.

All staff working in the Trust understand that the learning and wellbeing of young people sits at the heart of the organisation and this provides a central focus for their professional practice. Staff use their expertise to create safe, secure and stimulating learning environments and teachers take into account individual learning needs, encouraging young people to actively engage in their own learning, developing their self-esteem and confidence.

All staff are expected to treat students fairly, with respect, taking their knowledge, views, opinions and feelings seriously, valuing diversity, difference and individuality. They model the characteristics they are trying to inspire in young people, including enthusiasm for learning, a spirit of intellectual enquiry, honesty, tolerance, social responsibility, patience and a genuine concern for others. Staff working with students respond sensitively to the differences in personal circumstances and home backgrounds of young people, recognising the key role that parents and carers play in children's education.

Staff work collaboratively in a multi-disciplinary way, with clarity and confidence about their own role and professional standards, understanding and respecting the roles and standards of other colleagues. They are keen to learn from others' effective practice and are always ready to share their own knowledge and expertise. They respect student and colleague's confidentiality wherever appropriate.

5. SAFEGUARDING

All staff are expected to ensure the safeguarding of children and are required to:

- Work and behave safely and responsibly at all times, fulfilling their duty of care and ensuring they do not abuse their position of trust in any way
- Review their own practice and behaviours and respond to any concerns about a child's wellbeing that they become aware of in line with organisational safeguarding policies and procedures.
- Utilise the Whistleblowing Policy where appropriate.
- Understand that it is professionally and morally unacceptable for staff to breach safeguarding policies and procedures.
- Access appropriate training, support and advice as required.
- Undertake safeguarding training as and when required
- Take responsibility for recording any incident and passing on information where concerns or disclosures are made by or about a child
- Report any behaviour that raises concern (relating to either staff or students)
- Treat information received about children and young people in a discreet and confidential way

Staff need to be aware that they hold a position of power over young people and this power must not be used:

- To intimidate, bully, humiliate, threaten, coerce or undermine children or young people
- To form or promote relationships which are of a sexual nature, or which may become so

Staff must remain vigilant and recognise the dangers, which may arise from private interviews with individual students. Where possible, interviews should be conducted in a room with visual access, or with the door open, or in a room or area which is likely to be frequented by other people. Whilst it is recognised that staff must remain mindful that different circumstances require different venues, meetings with students away from school premises are not permitted unless specific approval by the CEO, Executive Principal or Head of School has been obtained.

There are occasions where it is appropriate for staff to have some physical contact with a child, but staff need to be aware that it is crucial that in all circumstances, staff should only touch students in ways, which are appropriate to their professional or agreed role and responsibilities. Staff must ensure that they never touch a child in a way, which may be considered indecent. Staff should also be prepared to report and explain actions and accept that all physical contact is open to scrutiny.

Physical contact can be misconstrued by others and whilst such contact may be well intended, it could lead to potential allegations of a safeguarding nature; therefore, physical contact should be kept to an absolute minimum.

Physical force must not be used as punishment, nor to modify behaviour, nor to enforce compliance of a student. Physical force is not condoned and it may be regarded as assault. However, there may be occasions where it is necessary for staff to restrain a student physically to prevent the child from inflicting damage on themselves, others or property. In such circumstances, only minimum force necessary should be used in exceptional circumstances.

All staff need to ensure that they:

- Do not have a sexual relationship with **any** student. Having a sexual relationship with a student under 18 is a criminal offence regardless of consent and allegations of a sexual relationship with a student of any age will be viewed as a disciplinary matter befitting gross misconduct.
- Do not have any form of communication (verbal, non-verbal or electronic) with a child or young person, which could be interpreted as sexually suggestive or provocative.
- Do not make sexual remarks to, or about, a child or young person.
- Do not discuss your own sexual relationships, experiences or preferences with or in the presence of children or young people.

6. PROFESSIONAL BEHAVIOURS AND RELATIONSHIPS

All staff are expected to behave in a professional way that is not offensive to others and that cannot be deemed as bullying or harassment. Staff must treat colleagues and others with respect and positive regard at all times. Slurs and offensive banter will not be tolerated. All staff must contribute to and share responsibility for the corporate life of the Trust and the schools they work in. Staff must not criticise colleagues in front of parents, students, or other members of staff. They must respect the skills, expertise and contribution each member of staff makes and all staff are expected to make efforts to build productive working relationships with others in the interest of the students. Professionalism involves using judgement in order to make the right decisions and the Trust's policies and procedures provide staff with additional guidance and clarity.

Staff must accept that behaviour in their personal life can impact on their work with children and young people and their employment in the Trust and they must exercise caution in their contact with students outside of school. Staff must also ensure that their dealings with children and young people clearly take place within the boundaries of a respectful professional relationship.

7. GENERAL RESPONSIBILITIES

An employee's work duties and private interests must not conflict. Employees must declare any private interests relating to their work duties.

The Trust's Prevent Policy outlines the principles and values underpinning the expectations of the Trust for preventing and responding to extremism.

Staff must not behave in a way that could place students, their colleagues, or themselves at risk, and must have regard to the duty of care described in the Trust's Health and Safety policies, acting

in accordance with safe systems of work and codes of practice. Staff undertaking first aid must do so in line with school's First Aid Policy. Wherever possible, other adults should be made aware of the task undertaken and all incidents (no matter how minor) must be reported.

Students may approach any member of staff for advice and students may appear distressed, resulting in staff asking if all is well. In such cases, staff must judge whether it is appropriate for them to offer support. If the member of staff is not suitably qualified, experienced or comfortable they should refer the student onto a more suitable member of staff.

Comments by staff to students can be misconstrued, therefore as a general principal; staff must not make unnecessary comments, which may be construed as having a sexual connotation. It is also unacceptable for staff to introduce or encourage a debate amongst students, which could be construed as having a sexual connotation that is unnecessary given the context of the lesson. However, it is also recognised that a topic raised by a student is best addressed rather than ignored.

Use of insensitive or unduly disparaging or sarcastic comments is unacceptable. Teaching materials of a sensitive nature could also be misinterpreted, therefore staff are expected to use their professional judgement and they should seek advice if unsure.

All media liaison relating to Trust and school activities is managed by communications staff employed by the Trust, in conjunction with Heads of School, the Executive Principal or the CEO. If an employee has ideas for positive stories about Trust or school activities, or is approached by a journalist, they must refer to the Head of School, Executive Principal or the CEO before any information is given verbally, via e-mail or in writing. In exceptional circumstances (e.g. field trips) where such reference cannot be made, the member of staff in charge may assume authority.

Where an employee is writing material for publication, which refers specifically to the Trust, or one of the Trust schools (e.g. articles in professional journals) the employee must notify his or her Head of School, the Executive Principal or the CEO, prior to publication.

Staff should be mindful that placing information into the public domain through social media such as (but not limited to) Facebook, Twitter and LinkedIn in relation to the Trust, their school, or their work in general would constitute communications with the media.

Staff must not allow their personal or political beliefs or opinions to interfere with their work.

Whilst engaged in Trust business, staff must not wear or display items that might bring the Trust into disrepute or conflict with their work. All staff are ambassadors for the Trust, and as such, they must maintain a standard of dress and appearance that is appropriate or required for the workplace and to the work being undertaken. Staff must be clean and tidy and ensure good personal hygiene. Where particular clothing is provided for health, safety and hygiene and/or uniform purposes, it must be worn. This includes lanyards and ID badges.

Staff must obey lawful instructions and always act in a way that will not adversely affect the Trust's legal position. Staff are expected to promote the principles contained in this code.

Staff requiring further information or requiring advice concerning the appropriate course of action to adopt in any situation, should contact the HR Department, their line manager, the Head of School, Executive Principal or CEO for advice and guidance.

This Code of Conduct should be read in conjunction with organisational policies that relate to employee conduct and/or the workplace or system security policies and procedures.

8. SUBSTANCE AND ALCOHOL MISUSE

Staff must not attend work whilst under the influence of controlled substances (as defined by the Misuse of Drugs Act 1971) or alcohol. They must also ensure that they do not attend work in possession of non-prescribed controlled drugs, or consume controlled drugs or alcohol, or misuse prescribed or 'over the counter' medication of other substances (e.g. solvents) whilst at work or undertaking work-related duties. Staff must also be aware of their duties under the Road Traffic Act 1988 and the Transport and Works Act 1992. Staff must ensure that whether driving to and from work or for business purposes, they are not under the influence of drugs or alcohol. The Trust's Substance and Alcohol Misuse Policy is a constructive and preventative policy. The Trust provides staff with access to professional support for drug and alcohol misuse and staff are encouraged to seek help and to share concerns discreetly and appropriately to ensure that health and safety risks are managed.

9. HEALTH AND SAFETY

All staff have a right to work in an environment where risks to their health and safety are properly controlled. The Trust views its health and safety responsibilities and duties very seriously, however, the application of health and safety policies, procedures, systems and processes relies on all staff understanding and accepting their own responsibilities and duties. All staff are expected to:

- Access appropriate training and make use of appropriate safety equipment, protective clothing and footwear, seeking advice and support where required
- Take reasonable care of their own and other people's health and safety
- Co-operate with the Trust and its schools on health and safety matters
- Notify someone (e.g. their line manager) if they believe the work or inadequate precautions are placing anyone's health and safety at risk
- Report accidents and near misses as per school protocols
- Adhere to the working time regulations, ensuring you do not work more than an average of 48 hours per week over a 17 week period

Managers are required to access appropriate training and support in all areas of health and safety that are relevant to their role (e.g. risk assessments) to ensure they are equipped to fulfil their duties and responsibilities. Managers are required to undertake risk assessments for their staff in a timely, meaningful and effective manner to ensure that risks are understood, controlled or removed wherever possible and escalated where appropriate.

The Smoke Free Public Places and Work Places Regulations of the Health Act 2006 prohibits the smoking of tobacco at work. Staff must not smoke or vape on school premises, outside the school gates or near the perimeter of the school. They must also ensure they do not smoke in front of students whilst undertaking work related activities (e.g. trips and visits). To ensure equality for all employees, there are no designated smoking breaks; therefore staff choosing to smoke must do so in their normal break times (e.g. lunch break).

10. CONFLICTS OF INTEREST

Staff must not place themselves in a position in which their interests conflict with those of the Trust. Any interests, including paid or honorary employment, held personally or by family, friends or associates in any commercial, private, voluntary or other organisation which does or might reasonably be expected to provide goods or services to the Trust, or may be in competition with the Trust, must be declared (as per the declaration of interest form). This includes activities such as additional employment elsewhere, tutoring children and/or young people, or undertaking to gain financially from the connections the employee has resulting from their employment in the Trust.

Any secondary employment (including voluntary work) undertaken must not conflict with the Trust or school's interests or bring it into disrepute. It must not interfere with the proper performance of a staff member's duties, and must only be undertaken outside the employee's working hours. In such a case, it is the responsibility of the individual to ensure they meet with all the appropriate taxation, insurance and Working Time Regulations associated with being self-employed / an employee of another organisation.

Employees are expected to declare any other paid or voluntary work with their Head of School or Executive Principal prior to taking it up. It is also recognised that for some staff, their substantive employment may be in another organisation and their secondary employment is with the Trust. They must declare their substantive employment and ensure their combined work meets the requirements of the Working Time Regulations.

The Board understands the value and importance to both individuals and the Trust of extending professional experience. Where an employee wishes to provide their services on a consultancy basis, either to another organisation, or as a representative of another organisation, they should first obtain approval from their Head of School or Executive Principal. In the case of Heads of School and the Executive Principal, approval should be sought through the CEO. Approval will be dependent on the needs of the Trust at that time.

Where the work takes place during normal working hours, any payments should be made to the school or Trust through an invoicing system. The individual will be entitled to claim reasonable travel expenses for providing the service, though no additional remuneration will be possible. Approval must be obtained for the use of any materials owned by the Trust, or obtained through employment, therein. This is particularly important in relation to data protection and child protection.

While it is appreciated and understood that much good practice within education comes from sharing experiences and expertise, the Trust reserves the right to intellectual copyright over materials, research and innovative practices, which have been developed in conjunction with or as a result of employment with the Trust.

Staff must be aware at all times that members of the public expect the highest standards of fairness and equality to be upheld in the administration of services regardless of recipient. They have a responsibility to ensure that they conduct themselves in a manner, which does not bring into question either their integrity or their motivation. At no time should they attempt to exert any pressure to obtain services because of their position or to access services other than through those channels available to members of the public. It is for these reasons they should ensure that personal interests are declared.

Staff must, where there is a potential conflict of interest, seek advice from either the HR Department, the Head of School, Executive Principal or the CEO as to the course of action they should take.

The declarations of interest register will be reviewed annually by the CEO and the Board of Trustees.

Heads of School and the CEO are responsible for the monitoring of staff members' activities in accordance with the provisions/declarations of this Code and any related codes of practice. Any such monitoring will comply with relevant legislation such as the Regulatory and Investigatory Powers Act, the General Data Protection Regulations and the Human Rights Act.

If staff engage or supervise contractors, have an official relationship with contractors or a potential contractor, and/or have previously had or currently have a relationship in a private or domestic capacity with a contractor; they must declare that relationship to their Head of School, the Executive Principal or the CEO.

All orders and contracts must be awarded on merit, as detailed in the Scheme of Delegation and Financial Procedures. Staff must exercise impartiality and no favouritism must be shown to businesses run for example by friends, partners, relatives or business associates.

Staff who are privy to confidential information on contracts for tender, or costs for either internal or external contractors, must not disclose that information to any unauthorised party or organisation.

11. DISCLOSURE OF CRIMINAL ACTS

Any charges brought against any member of staff for any criminal offence (including convictions and cautions), whether connected to their employment or not, must be reported immediately to their line manager or the HR Department. Failure to do so could be viewed as a disciplinary matter. Further information can be found in the Disclosure and Barring Service Policy, located on the Trust website.

Staff whose work involves driving for the Trust must declare any motoring convictions to their Head of School or Executive Principal.

Staff who have access to children or young people as part of their work are legally required to report any convictions to their Head of School, Executive Principal or CEO. In this respect, staff must provide information of any pending criminal proceedings against them and subsequent cautions or convictions.

12. FRAUD & THEFT

The Education Alliance has a responsibility for the administration of public funds, and senior leaders are aware of the importance placed on probity, financial control, selflessness and honest administration. The Trust is also committed to the fight against fraud, whether perpetrated by staff, contractors or the public. Staff must not use their position to obtain gain for themselves, business associates, friends or family either directly or indirectly. The Governance Framework includes a Scheme of Delegation, which clearly details the decision-making powers each level of leadership has within the Trust and this must be followed at all times.

Staff must use public funds responsibly and lawfully. They must work to ensure that Trust and its schools use their resources prudently and within the law and that, the local community gets value for money. The Trust's Scheme of Delegation, Financial Procedures and Regulations and those of the Education and Skills Funding Agency (ESFA) must be observed, alongside other legal and statutory requirements.

Defrauding and stealing (or attempting to do so) from the Trust, its schools or any person / organisation in any way will not be tolerated. This includes deliberate falsification of claims (e.g. time sheets, mileage and travel/subsistence allowances) with the intention of obtaining payment. Theft is a criminal offence and allegations of theft will be investigated under the Trust's Disciplinary Policy and Procedure, potentially as an allegation of gross misconduct, which can result in dismissal.

Staff must report genuine concerns relating to potential fraud, theft or unethical behaviour to the Head of School, the HR Department, the Executive Principal or CEO. Further details are contained in the Whistle-blowing Policy. It is acknowledged that staff may not find it easy to 'blow the whistle' or report irregularities and the Board of Trustees and Local Governing Body members are committed to ensuring staff raising concerns will be given their full support. Every effort will be made to respect an employee's request for anonymity; however, staff are expected to demonstrate accountability and to co-operate fully with any scrutiny appropriate to their position.

13. FINANCIAL INDUCEMENTS, GIFTS AND HOSPITALITY

On no account must an employee accept a financial payment or other inducement from any person, body or organisation (e.g. contractors, developers, consultants). Employees must not accept fees, gifts, loans or rewards whatsoever, other than his/her proper remuneration.

Where a fee is paid by an external body for work undertaken by an employee of the Trust in the course of their employment (for example, speaking at a conference) this should be treated as a payment to the Trust, not to the individual employee.

Staff must refuse any gift or hospitality offered to them or their family that may be perceived to influence their judgement. Exceptions are gifts of negligible value that are usually given to a wide range of people (e.g. pens, diaries, calendars) and small gifts from children.

Offers of significant hospitality must only be accepted when proper written authorisation has been received from the Head of School, Executive Principal or CEO.

The Declaration and Conflicts of Interest Policy details the process employees must follow when declaring an interest.

All staff have a statutory duty to declare any financial or other interest in any existing or proposed contract or an interest in, or association with, any organisation, services, activity or person that may cause a direct or indirect conflict of interest with their contract of employment with the Trust. Private interests preclude staff from participation in any such activities. All staff must abide by these regulations. Staff with such a conflict of interest must notify their Head of School, the HR Department, Executive Principal or CEO in writing. Alternative arrangements will be made to ensure that the staff member is not involved, or, where the staff member's skills are required, ensure appropriate supervision is provided so that undue influence or bias to the staff member's advantage is prevented.

Where a staff member makes representations, or applies for services in which they have significant influence by virtue of their employment position, on behalf of a relative, colleague, friend or some other person with whom they have a close relationship, they must declare a personal interest.

14. THE COMMUNITY

Staff must always remember their responsibilities to the users of the Trust, its schools and the community they serve. Staff are expected to be as open as possible about their actions and the work of the Trust and its academies, notwithstanding the needs of confidentiality. Staff must always act in a way that preserves public confidence in the Trust and its schools. Staff have a duty at all times, to uphold the law and relevant guidance bearing in mind the public's trust placed in the Education Alliance.

The Trust Board will not tolerate an employee's physical or emotional abuse, harassment, discrimination, victimisation or bullying of staff, pupils, governors, parents/carers, contractors or other members of the public. Such actions may be deemed to be misconduct or gross misconduct and may result in disciplinary action including dismissal.

Any instances of work related violence against staff will not be tolerated, including verbal abuse from students, customers, suppliers or contractors. Further details can be found in the Trust's Dignity and Respect Policy.

15. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY

Effectiveness of and compliance with this policy will be monitored by the HR Department.

16. REVIEW

This Policy and Procedure will be reviewed within two years of the date of implementation with trade unions at local secretary level.