

St Peter's Church

Growing in love for God, each other, and the world

Employee Code of Conduct Policy

St Peter's Church code of conduct sets out the standards of behaviour St Peter's Church expects from all employees. Rules in relation to the conduct of all employees are set out in this Code of Conduct policy and there are examples of what St Peter's Church considers to be gross misconduct which could result in summary termination of employment.

Employee behaviour

The following general standards are required by all Church employees:

- employees should behave in a respectful, professional, and polite manner and ensure their behaviour does not breach the Equality Act 2010
- employees should comply with all reasonable management instructions.
- employees should cooperate fully with colleagues and management.
- employees should always uphold and further St Peter's Church positive public image.
- satisfactory standards of performance should be always maintained.
- Church policies and procedures should be always adhered to.

Attendance and timekeeping

Employees will not be paid if any working time is lost due to lateness or unauthorised absence. Persistent lateness will be dealt with under St Peter's Church disciplinary policy.

The following rules are required of employees:

- employees should be present and ready to start work in line with their contractual working hours. They must also remain in the workplace and continue to work until they have completed their contractual working hours, unless agreed otherwise.
- employees should ensure they notify their line manager in accordance with St Peter's Church absence procedure if they are going to be absent from work.
- employees should liaise with their line manager if they wish to leave early or arrive late.

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Communications

Employees should have their personal mobile device either switched off, or in silent mode, during working hours. Discretion should be exercised when using a personal mobile device and any use must not cause a distraction from work for the employee themselves or their colleagues. Personal calls and text messages should not be made during working hours; they should only be made during your lunch or other breaks. Employees should obtain authorisation from their line manager if they need to make or receive an urgent personal phone call.

Email and internet use

St Peter's Church will not tolerate the use of email and internet for unofficial or inappropriate purposes, including:

- any messages that could constitute bullying, harassment, or other detriment.
- accessing personal social networking sites such as Facebook using Church equipment or during work time
- on-line gambling
- accessing or transmitting pornography
- accessing other offensive, obscene, or otherwise unacceptable material
- transmitting copyright information and/or any software available to the user
- posting confidential information about other employees, St Peter's Church or members of the congregation.

Although our email facilities are provided for the purposes of our church business, we accept that you may occasionally want to use them for your own personal purposes.

Employees are not permitted to send personal emails during work time unless in the case of an urgent matter when you should seek the approval of your line manager before sending the email. Employees' work email addresses should not be used to send personal emails.

Employees may access their personal email accounts during break times. This is permitted on condition that all the procedures and rules set out in this policy, and St Peter's Church code of conduct, are complied with.

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Employees are not permitted to use the internet during work time unless in the case of an urgent matter when you should seek the approval of your line manager before use.

Employees may use the internet during break times. This is permitted on condition that all the procedures and rules set out in St Peter's Church Code of Conduct are complied with.

Social media

Social media usage for work purposes is controlled by the Rector. Approval will be granted by this person where this is required for an employee's job role.

Social media usage for personal reasons does not need approval by St Peter's Church

When using social media, either in a personal or work capacity, during or outside working hours, employees must adhere to the following guidelines.

Posts on social media must not:

- compromise St Peter's Church, disclose confidential data or disclose sensitive data.
- damage St Peter's Church reputation or brand
- breach laws on copyright or data protection
- contain content that is of a libellous or defamatory nature.
- engage in bullying or harassment.
- be of illegal, inappropriate or offensive content
- interfere with your work commitments.
- Use St Peter's Church name or reputation to promote any other product or any political opinions.

Employees should ensure they consider St Peter's Church other policies on marketing, promotion, sales, and branding.

St Peter's Church recognises the importance of work life balance. Whilst we do not intent to restrict outside activities, it is important to remember that activities whether

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during or outside of working hours which result in adverse publicity to or which cause us to lose faith in your integrity, may give us grounds for your dismissal.

When attending any work-related social function an appropriate standard of conduct is expected from all employees. This includes but is not limited to any Christmas lunch, nights out, dinners or other social events with suppliers, customers, etc.

Work-related social functions can be a great opportunity to celebrate and get to know your colleagues better. However, it is important to remember that our policies on anti-harassment and bullying, personal harassment, disciplinary and equal opportunities apply fully at these events.

Alcohol and drugs

Use of drugs and alcohol during working hours is not permitted. If an employee is suspected of use during working hours, the employee may be subject to disciplinary action under St Peter's Church disciplinary policy.

Employees must not be under the influence of drugs or alcohol during working hours and must not support or influence others to use alcohol or drugs. Employees suspected of using or dealing drugs in the workplace will be reported to the police.

Health and safety

Any accidents, however minor they may appear, should be recorded in St Peter's Church accident book as soon as possible.

Employees are responsible for ensuring they are familiar with St Peter's Church Health and Safety policies and procedures, including the consequences of breaching these.

If employees are attending the premises of a third party or service user, they are required to familiarise themselves with the applicable policies and procedures.

Employees should ensure they handle any hazardous materials with care.

Breaching any rules surrounding health and safety may lead to disciplinary action. A breach may be considered gross misconduct which can result in summary termination of employment.

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Smoking

In accordance with the Health Act 2006, St Peter's Church does not permit smoking in the building but is permitted in the outskirts of the Church premises. St Peter's Church promotes a working environment which is smoke-free, pleasant and healthy. This prohibition extends to the use of e-cigarettes or similar devices.

Bribery

Bribery is, in the conduct of St Peter's Church business, the offering or accepting of any gift, loan, payment, reward or advantage for personal gain as an encouragement to do something which is dishonest, illegal or a breach of trust. Bribery is a criminal offence.

Employees will face disciplinary action if it is discovered that they have accepted, offered, or given any bribe, which could include dismissal for gross misconduct. Accepting a bribe also carries separate criminal liabilities for the employee personally and for St Peter's Church

St. Peter's Church anti-bribery policy contains more information on this area.

Flexibility

St Peter's Church may request, from time to time, that employees work extra hours at short notice, subject to the needs of the business.

Employees may also be requested to perform work which is additional to their usual duties and/or to carry out their role at a workplace other than their usual location of work.

These requests will be made to employees as the need arises through the employee's line manager.

Confidentiality

All information gained during your employment is considered confidential, for the duration of your employment and post-employment. Employees are expected to keep this information confidential, unless required by law not to do so.

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Property and equipment

Employees who cause any damage to Church property through misuse, recklessness or carelessness may be required to repay to St Peter's Church the cost of repair or replacement. St Peter's Church reserves the right to recover this cost by way of a deduction from your next salary payment.

When an employee's employment is terminated, employees should return all Church property, including keys, IT equipment, stationery, Church mobile phone or tablet and any other items belonging to St Peter's Church.

Church property, such as laptops or mobile phones, may be requested to be taken by the trustees for example for the purposes of updating software or backing up data. The aim would be for this to be done during a period where it causes minimal disruption to work.

When on a third party's premises, employees may not use their telephone, computer, post or other services for personal purposes.

Personal property

St Peter's Church is not responsible for the loss, theft or damage to any personal property brought by employees on to Church premises. Employees are responsible for the security and safety of their personal possessions at all times. Employees should keep these items safe in their lockable desk drawers/lockers.

Lost property should be handed to an employee's line manager if found.

Breaches

Breaches of St Peter's Church code of conduct are likely to be regarded as an act of misconduct to be addressed under St Peter's Church disciplinary procedure.