

Heart Teaching Employee Code of Conduct Policy

1. Introduction

Heart Teaching is committed to fostering a professional, ethical, and inclusive work environment. This Code of Conduct outlines the expectations for all employees to ensure a respectful, responsible, and legally compliant workplace.

2. Professionalism and Integrity

Employees are expected to conduct themselves with professionalism, honesty, and integrity at all times. This includes acting in the best interests of the company, colleagues, students, and stakeholders.

3. Respect and Inclusion

Heart Teaching promotes a diverse and inclusive workplace. Employees must treat colleagues, students, and clients with dignity and respect, free from discrimination, harassment, or bullying based on race, gender, age, religion, disability, or any other protected characteristic.

4. Confidentiality

Employees must maintain confidentiality regarding sensitive company, employee, and student information. Unauthorized disclosure of confidential data is strictly prohibited and may result in disciplinary action.

5. Compliance with Laws and Policies

Employees are required to comply with all applicable laws, regulations, and company policies, including safeguarding, data protection, and health and safety regulations.

6. Safeguarding and Child Protection

As an education provider, Heart Teaching prioritizes the safety and well-being of children and vulnerable individuals. Employees must follow all safeguarding procedures and report any concerns regarding abuse or neglect to the designated safeguarding officer. Employees are also required to complete all mandatory ongoing training provided by Heart Teaching in a timely manner.

7. Workplace Conduct

Employees must maintain a positive and professional work environment. This includes refraining from inappropriate behavior, such as verbal abuse, physical altercations, or disruptive conduct.

8. Use of Company Resources

Employees must use company resources, including email, internet, and physical assets, responsibly and only for legitimate business purposes. Misuse of resources may result in disciplinary action.

9. Dress Code

Employees are required to adhere to the dress code found on the Heart Teaching website. Professional and appropriate attire is essential to maintaining the organization's standards and work environment.

10. Conflict of Interest

Employees must avoid conflicts of interest that could compromise their objectivity or loyalty to Heart Teaching. Any potential conflicts should be disclosed to management.

11. Reporting Violations

Employees are encouraged to report any violations of this Code of Conduct. Reports can be made confidentially to HR or the designated compliance officer without fear of retaliation.

12. Disciplinary Action

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

13. Acknowledgment

All employees must read and adhere to this Code of Conduct. Compliance with these policies is mandatory as part of their employment with Heart Teaching.

For any questions or clarifications, please contact the Heart Teaching Team.