

## Employee Code of Conduct Policy

**Date of Policy:** 12 January 2026

**Policy Reviewed by:** Faith Ashby

**Next Review Date:** 12 January 2027

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### 1. Introduction

Heart Teaching LTD is committed to fostering a professional, ethical, and inclusive work environment. This Code of Conduct sets out the standards of behavior expected from all employees, contractors, and volunteers. Compliance ensures a respectful, responsible, and legally compliant workplace that protects students, colleagues, and stakeholders.

This Code should be read in conjunction with:

- Heart Teaching Safeguarding Policy
- Privacy and Data Protection Policy
- Whistleblowing Policy
- Health & Safety Policy
- Complaints Policy
- Allegations Policy

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### 2. Professionalism and Integrity

Employees are expected to:

- Act honestly, transparently, and in the best interests of Heart Teaching, colleagues, students, and stakeholders.
- Avoid actions that could bring the company into disrepute.
- Maintain professional boundaries with students, colleagues, and clients at all times.
- Declare any personal or professional circumstances that could conflict with their responsibilities.

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### 3. Respect, Inclusion, and Equality

Heart Teaching promotes a workplace free from discrimination, harassment, or bullying. Employees must:

- Treat all colleagues, students, and clients with dignity and respect.
- Comply with the Equality Act 2010 and related UK legislation.
- Challenge inappropriate behavior when observed, following company procedures.
- Promote diversity and inclusion in all professional interactions.

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#### **4. Confidentiality and Data Protection**

Employees must protect sensitive information relating to the company, students, and colleagues. This includes:

- Personal data under UK GDPR and the Data Protection Act 2018.
- Student records, references, and professional development records.
- Operational, financial, and strategic company information.

Unauthorized disclosure may lead to disciplinary action, legal liability, and reporting to the Information Commissioner's Office (ICO) where applicable.

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#### **5. Compliance with Laws, Policies, and Professional Standards**

Employees must comply with all applicable laws, regulations, and internal policies, including:

- Safeguarding and child protection legislation
- Health and safety regulations
- UK GDPR and the Data Protection Act 2018
- Anti-bribery and whistleblowing legislation
- Codes of practice issued by relevant regulatory bodies (e.g., Teaching Regulation Agency)

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#### **6. Safeguarding and Child Protection**

Employees must prioritize the safety and welfare of children and vulnerable adults. Responsibilities include:

- Following all safeguarding procedures and reporting concerns immediately to the Designated Safeguarding Officer (DSO).
- Completing all mandatory safeguarding and child protection training promptly.
- Cooperating with internal and external investigations related to safeguarding.
- Acting in accordance with **Keeping Children Safe in Education 2026, Working Together to Safeguard Children 2023**, and other relevant guidance.

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## 7. Workplace Conduct

Employees are expected to:

- Maintain a professional, positive, and safe workplace.
- Avoid verbal abuse, bullying, harassment, physical altercations, or disruptive behavior.
- Respect colleagues' privacy, workspace, and property.
- Use conflict resolution channels rather than engaging in inappropriate behavior.

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## 8. Online and Social Media Conduct

Employees must:

- Maintain professional behavior online, including on social media, ensuring that personal posts do not compromise Heart Teaching or its students.
- Avoid posting confidential or sensitive information.
- Seek guidance from HR if unsure whether content may be inappropriate.

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## 9. Use of Company Resources

Employees are expected to use company resources responsibly, including:

- IT systems, email, internet, and phone systems
- Physical assets and materials
- Company time and intellectual property

Misuse may result in disciplinary action, including termination.

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## 10. Dress Code

Employees must adhere to professional dress standards as outlined on the Heart Teaching website. Clothing should be suitable for the role and promote a professional workplace environment.

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## 11. Conflict of Interest

Employees must avoid situations where personal interests conflict with their duties. They must:

- Disclose any actual, potential, or perceived conflicts to management immediately.
- Refrain from activities that compromise their objectivity or the company's integrity.

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## 12. Reporting Violations and Whistleblowing

Employees are encouraged to report violations of this Code or any company policy. Reports may be made confidentially to:

- HR Department
- Designated Compliance Officer

Retaliation against anyone raising a concern in good faith is strictly prohibited.

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## 13. Disciplinary Procedures

Violations of this Code may result in disciplinary action, which can include:

- Verbal or written warnings
- Mandatory retraining
- Suspension during investigation
- Termination of employment

Decisions will follow fair and transparent procedures in accordance with UK employment law.

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## 14. Training and Professional Development

Employees must:

- Participate in mandatory training relevant to their role (safeguarding, data protection, equality & diversity).
- Engage in continuous professional development to maintain competence.
- Cooperate with supervision and performance reviews.

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## **15. Acknowledgment**

All employees must read, understand, and adhere to this Code of Conduct. Compliance is mandatory as part of employment. Questions or clarifications should be directed to the Heart Teaching HR Team.

### **Contact:**

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