



## Staff Code of Conduct Policy

Pippins expects all employees to comply with management and to conform to Pippins Pre-School and Nursery rules at all times. If these rules are disregarded or the employee behaves wrongly in some other way, Pippins Pre-school and Nursery may discipline employees.

Disciplinary action can consist of formal oral warning, written warning, a final written warning, dismissal or, in the case of gross misconduct, summary dismissal.

### Rules

1. Employees should comply with the terms of their employment as stated in their contract.
2. Employees should satisfactorily perform the instructions given for carrying out the function of their employment.
3. Employees should satisfactorily perform any reasonable request relating to their function by an authorised manager.
4. Employees must deliver their job description with exceptional quality.
5. All absence from work, except for reasons of sickness, should be authorised.
6. There should be proper and authorised use of Pippins equipment, time and property.
7. Making of long or numerous private telephone calls (and emails) is not permitted.
8. Removal of Pippins property from the premises without permission is not permitted.
9. Management should be informed if an employee has any additional paid employment.
10. All safety rules and policies should be adhered to at all times.
11. Safety equipment should be used at all appropriate times.
12. Threatening, aggressive or violent behaviour or inappropriate language is not permitted and may lead to dismissal - this applies both during working hours and outside of the work environment.
13. Discriminatory behaviour and unacceptable language (verbal or non-verbal) are not permitted.
14. Harassment of individuals, whether sexual or otherwise, is not permitted.
15. Bullying of individuals, in any form, is not permitted. Shouting and verbal intimidation is seen as unacceptable and will constitute gross misconduct.
16. Behaviour or actions that would in any way jeopardise the safety or well-being of other employees, children, parents/carers or visitors is not permitted.
17. Unnecessary disclosure of confidential information concerning the work of Pippins or its employees is not permitted (this does not affect the employees' rights under the Public Interest Disclosure Act 1998).
18. The drinking of alcohol on Pippins premises is not permitted during operating hours.
19. Using illegal drugs or substances on Pippins premises is not permitted.
20. Smoking on Pippins Premises is not permitted.
21. Employees must not behave in a way that brings or may bring Pippins into disrepute.
22. Employees will not bring sexually explicit material (pornographic) into the workplace or engage in inappropriate sexually explicit conversation within the workplace.
23. Employees will treat guests and clients with respect at all times.

24. Employees will comply with the dress code policy.

The following are examples of the kind of behaviour which can constitute gross misconduct and which could lead to summary dismissal:

- Physical violence towards anybody: this applies to your role as an employee but also outside of the work environment.
- Behaviour that seriously jeopardises health or safety.
- Serious misuse of the trust that exists between employees and anyone for whom Pippins is responsible.
- Incapacity for work due to being under the influence of illegal drugs or alcohol.
- Gross insubordination.
- Deliberate damage to Pippins property
- Serious infringement of the rules and policies of Pippins Pre-School and Nursery.

Member of staff Name in full \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

This policy was adopted at a meeting of Pippins Pre-school and  
Nursery

Held on Thursday 9<sup>th</sup> October 2025

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. Chair etc.)



Chair

Commenced 2014 - Reviewed 11.07.2024