



Code of Conduct

Policy brief & purpose

Our Code of Conduct outlines our expectations regarding behaviour towards colleagues, clients and students. We promote freedom of expression and open communication but we expect all associates to follow our code of conduct.

They should avoid offending, participating in serious disputes and disrupting the workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

Scope

This policy applies to all employees, tutors, contractors and associates of Tutor My Kids regardless of employment agreement or status.

Policy elements

We outline the components of our Code of Conduct below:

Compliance with law

All employees, tutors, contractors and associates must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees, tutors, contractors and associates to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the workplace

All employees, tutors, contractors and associates should respect their colleagues. We will not allow any kind of discriminatory behaviour, harassment or victimisation. Employees, tutors, contractors and associates should conform with our Equality, Diversity and Racial Discrimination Policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

All employees, tutors, contractors and associates should treat our company's property, whether material or intangible, with respect and care.

Employees, tutors, contractors and associates shouldn't misuse company or client's equipment or use it frivolously. They should respect all kinds of incorporeal property; this includes trademarks, copyright and other property (information, reports etc.). Employees, tutors, contractors and associates should use them only to complete their job duties.

Employees, tutors, contractors and associates should protect company and client's facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

Professionalism

All employees, tutors, contractors and associates must show integrity and professionalism in the workplace.

Personal appearance

All employees, tutors, contractors and associates must dress appropriately for their role.

Corruption

We discourage employees, tutors, contractors and associates from accepting gifts from clients. We prohibit bribes for the benefit of any external or internal party.

Job duties and authority

All employees, tutors, contractors and associates should fulfil their job duties with integrity and respect toward our clients and the community. We expect employees, tutors, contractors and associates to follow instructions and complete their duties with skill and in a timely manner.

Absenteeism and tardiness

Employees, tutors, contractors and associates should follow their schedules. We expect employees, tutors, contractors and associates to be punctual when attending client appointments.

Conflict of interest

We expect employees, tutors, contractors and associates to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Collaboration

Employees, tutors, contractors and associates should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Communication

All employees, tutors, contractors and associates must be open for communication with Tutor My Kids, other associates and clients.

Policies

All employees, tutors, contractors and associates should read and follow our company policies. If they have any questions, they should ask for clarification.

Disciplinary actions

Tutor My Kids may choose to no longer offer work to employees, tutors, contractors and associates who repeatedly or intentionally fail to follow our code of conduct. We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

Reviewed by: Alastair Dixon; April 2024

Next Review: April 2025