



# UK-WIDE PRODUCTION SERVICE

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## CODE OF CONDUCT

This Code sets out the principles relating to the manner, approach and behaviours that should be observed by all freelancers and contractors, in order to ensure conduct of the highest order and that our crew have and maintain confidence and trust in the integrity of those associated with the Company. We are committed to providing an inclusive working environment to ensure everyone we engage knows what is expected of them in relation to our Code of Conduct.

## GENERAL RULES (This list is not exhaustive)

As an associate of the company, it is important that you do not display conduct that is detrimental to the Company's interests or its relations with any third party or damaging to its public image. Any disregard for this shall be considered to be a breach of the Company's rules.

- You have an obligation to ensure that you do not act in a manner which could be considered to be of an unlawful discriminatory nature. This includes but not limited to harassment, bullying, racism or inappropriate sexual behaviour.
- All individuals must be treated fairly and equally and we do not tolerate discrimination based on age, gender, race, religion, sexual orientation, political beliefs, disability or any additional ground protected by law.
- Do not do anything that could be considered offensive, intimidating, malicious or insulting by anyone else. This includes unwelcome conduct and comments, either directly against an individual in the workplace or made in a general manner that contributes to an environment that is hostile or lacking respect or dignity. Inappropriate or unwelcome focus or comments on a person's physical appearance and inappropriate or unwelcome physical touching are forms of harassment and will not be tolerated.
- Report bullying, harassment, physical or verbal abuse, or violence that you experience or witness immediately to the appropriate person at the company that has engaged you and/or the company that has engaged the person who you consider has infringed this Code of Conduct.
- Respect other people's cultures, beliefs, and identities.



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- You are expected to read and observe all authorised notices that are displayed by the Company.
- You must not make use of e-mail or any other communication mode for personal purposes without the prior permission of management.
- You are not permitted to remove material or equipment of any kind from the Company without prior permission.
- You must notify the Company immediately of any incident causing damage to property belonging to the Company (e.g. building, machinery and equipment), or to the property of colleagues, visitors or customers/clients.
- Visitors are not allowed onto the premises at any time without prior authority.
- An orderly and courteous manner must be maintained at all times.
- Socialising is not permitted on the premises without prior authorisation.
- You are required to submit your person or property, including vehicles, to being searched whilst on the Company's premises, or at any time at the reasonable requirement of the Company.
- You must comply with the Company's rules on no smoking, including no smoking in Company's vehicles.
- Unofficial references or opinions about current or ex-employees must not be made or given to third parties under any circumstances.

### **ALCOHOL AND DRUGS**

It has been proven that alcohol and substance misuse can have a detrimental effect upon your health and can adversely influence your performance and your relationships with colleagues and clients.

If there is unacceptable behaviour resulting from alcohol and substance misuse, including poor work relationships, the on-going relationship with the individual as an associate of the Company will be carefully considered.

### **INFORMATION TECHNOLOGY AND COMMUNICATIONS**



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This Information Technology and Communications Policy has been put in place by the Company to set out rules for the acceptable use of internal and external electronic equipment, email, the internet, the Company's IT systems and the intranet generally (together with information on security and monitoring.)

All Company freelancers and contractors who are approved users have a responsibility to comply with this policy. For the purpose of compliance with this policy this shall mean any freelancer or contractor of, or other approved user, permitted access to the IT system of the Company, which shall include all Company sites.

- Access to the Company IT systems is controlled by the use of User IDs and passwords. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the IT systems.
- All Company data or intellectual property developed or gained whilst providing a service to the company, remains the property of the Company and must not be retained beyond the end of the services required.
- All data that is created and stored on Company computers is the property of the Company and there is no official provision for individual data privacy, however wherever possible the Company will avoid opening personal emails.
- IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy.
- The Company has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

### REFERENCE TO OTHER POLICIES

This Code of Conduct should be read in conjunction with the following policies

- Bullying and Harassment
- Equality, Diversity & Inclusion