



CODE OF CONDUCT POLICY

1.0 INTRODUCTION

Fairline sets high expectations of all its employees in relation to standards of conduct. The conduct of employees is central to the success and reputation of the Company. It is therefore important that all employees observe the standards expected. This policy defines the standards and gives guidelines to employees in certain situations. Breaches of this policy may result in disciplinary action being taken, in line with the Company Disciplinary Policy, which may ultimately result in dismissal.

2.0 SCOPE

This policy applies to all employees and contractors. It does not form part of an employee's contract of employment and the Company may amend or withdraw it at any time.

3.0 PRINCIPLES

3.1 Expectations

The Company expects all employees to:

- act responsibly, with integrity and common sense;
- accept and accommodate different values, and respect the character and personality of each individual, observe the right to privacy of each individual and avoid any discriminatory actions;
- accomplish tasks to the required standard, in light of their authority and the responsibility assigned to them as employees, and endeavour to learn continuously and to improve their own abilities;
- behave in accordance with the Company's policies and procedures;
- cultivate a workplace environment that encourages the development of open-minded, co-operative and efficient work activities;
- maintain safety, cleanliness and good order in the Company, endeavour to prevent accidents and try to maintain good health; and
- maintain a positive relationship with the Company and endeavour not to damage the working relationship between employer and employee.

3.2 Behaviour

Employees must ensure that they do not use their position within the Company, or information acquired in the course of their work, to further their private interests or those of others. They should serve the Company faithfully in the performance of their work and not act unreasonably against the interests of the Company. They should also treat information gained through their work with appropriate confidentiality and record any information acquired in accordance with data protection and copyright legislation.

Employees should show respect for others and should not disrupt or hinder the work of others in any way. They should deal with others impartially and professionally and treat them with respect and courtesy.

Employees must not engage in conduct outside the Company which could damage the reputation and standing of the Company, their own reputation or the reputation of other members of the Company.

Employees should be careful to ensure that nothing they say or do brings the Company's name into disrepute. This includes offensive statements that are defamatory, discriminatory or false being made in our communities or on social networking sites.

3.3 Equality, Diversity & Inclusion

Fairline is an equal opportunities employer. It is committed to equality of opportunity and to following practices which are free from unlawful discrimination. No person shall receive less favourable treatment on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance, for which the Company has a zero-tolerance policy.

For further information, please see the [Company Equality & Diversity Policy](#).

3.4 Bullying, Harassment & Victimisation

Fairline recognises that harassment and victimisation is unlawful under the Equality Act 2010. As such harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, gender or sexual orientation is unacceptable and will not be tolerated.

Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.

Bullying is understood to be targeted and persistent, offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.

Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

Fairline recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment. This can potentially lead to an employee developing mental health issues, such as anxiety, depression or symptoms of post-traumatic stress disorder, or exacerbate a pre-existing mental health condition.

We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees.

For further information, please see the [Company Anti-Harassment & Bullying Policy](#).

3.5 Language

Employees should ensure that the type of language used is appropriate to those with whom they are working. Abusive, offensive, discriminatory or sexual language should not be used in any form of wording, whether verbal or written.

3.6 Gross Misconduct

Matters that the Company views as amounting to gross misconduct include, but are not limited to;

- insubordination or the refusal to carry out any lawful and reasonable instruction;
- fighting or physical assault or threat of physical assault on another person;
- deliberate damage to Company property;
- serious rudeness to, or swearing at other employees, management, suppliers or customers;
- incapacity whilst at work brought on by alcohol or illegal substances or being under the influence of alcohol or illegal substances;
- assisting, encouraging or procuring any other member of staff to commit an act which would justify gross misconduct;
- infringement of health & safety rules;
- conviction of a criminal offence having a bearing on an employee's employment;
- deliberate harassment, discrimination or bullying of employees, customers, clients or suppliers on race, gender, sexual orientation, religion, belief, age disability or any other unlawful discriminatory grounds;
- serious abuse of the Company's policies;
- theft, fraud or deliberate falsification of Company records;

- misuse of the Company's property or name;
- bringing the Company or any of its directors or employees into disrepute or acting in a way that is likely to lead to such disrepute;
- negligence which causes or might cause unacceptable loss, damage or injury;
- breach of confidentiality subject to the Public Interest Disclosure Act (PIDA) 1998;
- disclosure of confidential information as described in your Contract of Employment;
- copying, removing or transferring personal or sensitive data (as defined by the Data Protection Act 1998) from the Company's premises or destroying or altering that data, in either case save as required for your job or with documented authorisation from the Company's Data Protection Officer; or
- engaging in unauthorised employment during hours when contracted to work for Fairline, or during a period of sickness absence;

3.7 Conduct Outside of Work

As a rule, what employees do after working hours and away from the premises is a personal matter. However, the Company will become involved in the following circumstances:

- at Company parties, drinks events and other work-related social occasions;
- at third-party occasions where the employee has been invited in their capacity as an employee and representative of the Company;
- at work-related conferences and training courses; or
- where the employee is away on business on behalf of the Company.

The Company's policies will continue to apply at all these events. An employee should not bring the Company's name into disrepute. Unacceptable behaviour may lead to disciplinary action, which may ultimately lead to dismissal.

For further information please see the Company [Disciplinary Policy](#) and [Grievance Policy](#).

3.8 Travel & Expenses

Fairline acknowledges that its employees may incur expenses whilst carrying out their role and pays for the reasonable costs of travel and related expenses when employees travel on business. Our [Corporate Travel & Expenses Policy](#) provides guidance on what kind of expenses are allowed, as well as the proper procedure for documenting and obtaining reimbursement for those expenses.

3.9 Relationships with other Members of Staff, Clients & Customers

The Company does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation.

Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, or authorising relationship with each other. Employees must inform their line manager if they have a close personal relationship with another employee or a client or customer which could be considered by colleagues or others, as impacting on the way they conduct themselves at work.

3.10 Criminal Offences

For the avoidance of doubt, an employee must inform their manager in writing if they are under investigation for a criminal act (including road traffic offences) or have been arrested in connection with a criminal action. They must also inform their manager in writing if they have been found guilty and convicted of any offence or received a police caution. Failure to disclose this information may be treated as a disciplinary offence.

Furthermore, if an employee commits a criminal offence outside of employment, the Company will investigate the matter to ascertain whether there is any connection between the offence and the individual's employment. If there is an adverse finding in this respect, this may result in disciplinary action, under the Company [Disciplinary Policy](#), and ultimately end in dismissal.

3.11 Attendance & Timekeeping

Employees will not be paid if any working time is lost due to lateness or unauthorised absence. Persistent lateness will be dealt with under the Company's [Disciplinary Policy](#). The following rules are required of employee's:

- they should be present and ready to start work in line with their contractual working hours. They must also remain in the workplace and continue to work until they have completed their contractual working hours;
- they should ensure they notify their line manager in accordance with the Company's absence reporting procedures, as outlined in the [Sickness Absence Policy](#) and [Time off for Dependents Policy](#) if they are going to be absent from work; and
- they should liaise with their line manager if they wish to leave early or arrive late.

3.12 Clocking in & out

The Company operates a Clocking in & out Policy with which all hourly paid employees are expected to comply. Upon arrival to work, they must immediately personally clock in. Upon leaving the premises they must ensure that they personally clock out. It is not permissible, under any circumstances, for any employee to clock in or out on behalf of another. Failure to adhere to this procedure may result in disciplinary action under the Company Disciplinary Policy or incorrect/delayed payment of wages.

3.13 Communication

Employees should have their personal mobile device either switched off, or in silent mode, during working hours. Discretion should be exercised when using a personal mobile device and any use must not cause a distraction from work for the employee themselves or their colleagues. Personal mobile phones should not be used during working hours; they should only be used during lunch breaks or tea breaks. Employees should obtain authorisation from their line manager if they need to make or receive an urgent personal phone call.

In addition, it is forbidden to:

- give personal phone numbers or home phone numbers to customers or clients;
- take photographs of colleagues, Company premises, Company products, customers or clients, using personal mobile devices;
- transfer files via Bluetooth or other insecure mobile networks.

Only certain job roles require the provision of a Company mobile phone. Where provided, they are for business use and reasonable personal use.

Employees should ensure they keep the Company mobile phone in good working order. The mobile phone should remain charged and connected to the network (as far as coverage permits) during working hours so business calls can be received as necessary.

When visiting clients and customers, or on other sites, employees may be required to turn off their Company mobile phone. Employees must observe any such requirements and ensure they comply with them.

The cost of line rental and normal business call usage will be covered by the Company. If it is deemed that there has been excessive/unreasonable personal use the Company may, at its discretion, deduct such additional costs from employees pay. Ongoing excessive use of a Company mobile device for personal use may result in disciplinary action being taken under the Company Disciplinary Policy.

3.14 Email & Internet Use

The Company will not tolerate the use of email and internet for unofficial or inappropriate purposes, including:

- any messages that could constitute bullying or harassment. See the Company [Anti-harassment & Bullying Policy](#);
- accessing social networking sites for personal use during work time;
- on-line gambling;
- accessing or transmitting pornography;
- accessing or transmitting other offensive, obscene or otherwise unacceptable material;
- transmitting copyright information and/or any software available to the user; and
- posting confidential information about other employees, the Company or its customers or suppliers.

Fairline email accounts should be used primarily for Fairline business-related purposes; personal communication is permitted on a limited basis and will be checked by the email security system, but non-Fairline related commercial uses are prohibited. Please see the Company [Email Policy](#) for more information.

Employees are not permitted to send personal emails during work time unless in the case of an urgent matter when they should seek the approval of their line manager before sending the email. Sending chain letters or joke emails from a Fairline email account is prohibited.

Employees may access their personal email accounts during break times. This is permitted on condition that all the procedures and rules set out in this policy are complied with.

Employees are not permitted to use the internet for personal use during work time unless in the case of an urgent matter when they should seek the approval of their line manager before use.

Employees may use the internet during break times. This is permitted on condition that all the procedures and rules set out in this policy are complied with.

3.15 Fraternisation

Whilst employees are encouraged to be friendly towards clients/customers it is important that they do not cross professional boundaries. Employees should always maintain professionalism and, under no circumstances, should become overfamiliar with clients/customers in a way that may be seen to disrupt the operations or reputation of the Fairline.

Employees who are found to have acted unprofessionally or inappropriately may be liable for disciplinary action in line with the Company Disciplinary Policy.

3.16 Drugs & Alcohol

As a responsible employer, Fairline wishes to be proactive in preventing any potential problems regarding drugs and alcohol in the workplace and supporting our employee's general wellbeing.

This policy sets out the Company's position on this and the approach it will take when the consumption of drugs or alcohol affects staff performance at work, with the aim to providing a healthy and safe working environment for all employees, contractors and customers.

The Company recognises the importance of balancing respect for employee privacy with the need to maintain a safe and productive working environment free from the impairing effects of alcohol and drugs.

The Company is aware that in some instances, alcohol and drug dependency can be defined as an illness and therefore actively encourage any employee who may have a dependency to seek its help. This policy is intended to support employees with an alcohol or drug dependency to be restored to good health for the benefit of themselves, their colleagues and the Company.

Further information can be found in the Company Alcohol & Drugs Policy.

3.14 Health & Safety

Any accidents, however minor they may appear, should be reported to your line manager as soon as possible.

Employees are responsible for ensuring they are familiar with the Company's Health & Safety Policy, including the consequences of breaching these.

If employees are attending the premises of a third party or service user, they are required to familiarise themselves with the applicable policies and procedures.

Breaching any rules surrounding health and safety may lead to disciplinary action under the Company's Disciplinary Policy. A breach may be considered gross misconduct which may ultimately result in dismissal.

3.15 Smoking

In accordance with the Health Act 2006, the Company does not permit smoking in any enclosed workspaces, including Company vehicles. Smoking is only permitted in designated smoking areas, as signposted, during defined break times. This prohibition extends to the use of e-cigarettes or similar devices.

Anyone contravening this policy may be subject to disciplinary action under the Company's [Disciplinary Policy](#), which may ultimately lead to dismissal.

3.16 Bribery & Corruption

It is Fairline's policy to conduct all business in an honest and ethical manner. The Company takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all business dealings and relationships, wherever the Company operates and to implement and enforce effective systems to counter bribery and corruption.

Fairline will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which the Company operates. However, it remains bound by UK laws in respect of its conduct, both at home and abroad.

For further information, please see the Company [Anti-Corruption & Bribery Policy](#).

3.17 Conflict of Interest

The relationship of the Company and its employees is based upon mutual trust.

In general an employee should refrain from allowing their personal and/or financial activities from coming into opposition with the interests and integrity of the Company and placing it at a disadvantage.

Please see [Conflict of Interest Policy](#) for further information.

3.18 Flexibility

The Company may request, from time to time, that employees work extra hours at short notice, subject to the needs of the business.

Employees may also be requested to perform work which is additional to their usual duties and/or to carry out their role at a workplace other than their usual location of work.

These requests will be made to employees as the need arises through the employee's line manager.

3.19 Confidentiality

All information gained by employees during the course of their employment is considered confidential, for the duration of their employment and post-employment.

Employees are expected to keep this information confidential, unless required by law not to do so.

3.20 Intellectual Property

The board of Fairline, on behalf of itself and its affiliates (hereinafter "Company"), recognises that intellectual property is a valuable part of the Company's assets. No Company employee, independent contractor, or agent should misuse or misappropriate the intellectual property owned or maintained by the Company, its suppliers or any third parties.

The Company's intellectual property (IP) includes the Company's confidential business information, trade secrets, proprietary technology (such as computer software and systems and knowhow related to them), patented inventions and processes, trademarks and service marks, trade dress and copyrighted works.

Ideas originated by employees and officers of the Company during their tenure with the Company may become the IP of the Company. The Company recognises that IP is a commercial asset and its policy is to:

- either acquire, protect and exploit any IP created using the Company's knowledge, support and/or facilities;
- contract with the originator to protect and exploit any IP created using the Company's knowledge, support and/or facilities; or
- contract with third parties to protect and exploit any such IP created using the Company's knowledge, support and/or facilities.

Further information can be found in the Company [IP Management Policy](#).

3.21 Protection of Employee Information

Prior to and during the course of employment, the Company collect and uses confidential information as part of its administration of the recruitment and employment relationship. At times, the Company may need to disclose personal information to third parties for the performance of HR services, or to comply with legal and regulatory requirements.

Please see [Employee Privacy Statement](#) for further information.

3.22 Other Employment

If an employee wishes to undertake other employment while employed by the Company, permission is required from their line manager.

3.23 Uniform / Workwear

Whilst the Company accepts an individual's choice for their clothing to reflect their culture, religion or beliefs, employees who are liable to come into contact with customers, dealers, suppliers and members of the public should present a professional image with regard to appearance and standards of dress. Clothing should fully comply with health and safety regulations, including PPE.

Where uniform or workwear is provided, this must be worn at all times whilst at work and laundered on a regular basis.

Where uniforms are not provided, clothes appropriate to the job role and responsibilities should be worn and they should be kept clean and tidy at all times. Upon termination of employment, employees will be required to return any uniform or workwear which has been provided. Failure to return such items may result in the Company making a salary deduction for the cost of the uniform.

3.24 Company Property / Equipment

Employees need to be mindful that all equipment which they use or has been issued to them to perform their jobs is owned by Fairline. It is the individual's responsibility of all employees not to misuse or remove Company property.

Employees who lose or cause any damage to Company property through misuse, recklessness or carelessness may be required to repay the cost of repair or replacement. The Company reserves the right to recover this cost by way of a deduction from pay. When an employee's employment is terminated, employees should return all Company property, including tools, IT equipment, mobile phone, and any other items belonging to the Company.

3.25 Searches

The Company may request an individual to undergo a search at any time. In order to be effective both as a deterrent and as a method of detection, searches will be unannounced. The search may cover the individual's person (including clothing), his/her personal belongings and Company property under his/her care brought onto the Company premises.

An authorised person will conduct the search, with an independent witness also in attendance. If an employee refuses to submit such a search, the appropriate authorities by be contacted to carry out the search for the Company.

Failure to permit to a search may be considered gross misconduct and may result in disciplinary action being taken under the Company Disciplinary Policy, which may ultimately lead to dismissal.

3.26 Personal Property

The Company is not responsible for the loss, theft or damage to any personal property brought by employees on to Company premises or stored in Company vehicles.

Employees are responsible for the security and safety of their personal possessions at all times.

Lost property should be handed to an employee’s line manager if found.

4 COMPLIANCE WITH LEGISLATION AND OTHER POLICIES

This Code should be read in the context of applicable legislation and in conjunction with other relevant policies and standard operating procedures.

Breaches of this Code may lead to disciplinary action being taken under the Company’s Disciplinary Policy, that could ultimately lead to dismissal.

All employees are expected to promptly and fully report any breaches of the Policy. To guarantee confidentiality, the Company has a Whistleblowing Policy which ensures that the employee is properly protected, if he/she decides to raise a concern.

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