



Broomwood Hall Limited & Northcote Lodge School Limited

EXTRACT FROM THE STAFF EMPLOYMENT MANUAL

Broomwood Prep – Boys, Girls and Broomwood Pre-Prep

Code of Conduct

These rules form part of your contract of employment.

Introduction

1. ***Your duty:*** It is the contractual duty of every member of staff to observe the following rules and to behave at all times in a reasonable way towards fellow staff, employees, contractors, visitors, pupils and their parents or guardians. A breach of your contract or these rules will be treated as misconduct and will render you liable to disciplinary action including dismissal.

The Rules

2. ***School property:*** You must take proper care when using Broomwood property and you must not use Broomwood property for any unauthorised purpose or for private gain.
3. ***Use of premises:*** You must not carry out on Broomwood premises any work or activity other than pursuant to your terms and conditions of employment.
4. ***Broomwood facilities:*** You should not make personal use of the Broomwood telephone, e-mail, internet or fax facilities without prior permission except in an emergency.
5. ***Broomwood Vehicles:*** You must take extreme care when using Broomwood vehicles. It is the employee's responsibility to show a duty of care to all passengers and other road users. The employee is to ensure that the vehicle is driven safely in accordance with legal requirements and is parked legally at all times. It is also the employees responsibility to report any mechanical faults immediately they occur to the Facilities Manager. You must not use Broomwood vehicles for any unauthorised purpose or for private gain.

6. **Duty to report:** You are under a duty to report to the Broomwood any misconduct or a breach of contract by yourself or any other Broomwood employee.
7. **Other instances of misconduct:** The following is a non-exhaustive list of contravenes which amount to misconduct falling short of gross misconduct:
- unauthorised absence from work
 - lateness
 - inappropriate standard of dress
 - smoking on School premises
 - contravention of minor safety regulations
 - disruptive behaviour
8. **Gross misconduct:** You should not commit any act of gross misconduct. Any such act will result in your dismissal without notice. Gross misconduct includes (but is not limited) to the examples set out below, offences of a similar nature; and attempts to commit such offences.

Examples of gross misconduct

- failure to comply with Broomwood’s child protection policy and/or code of conduct.
- failure to notify the School of any child protection investigation of any member of your household.
- failure to immediately notify Broomwood of any charge or conviction of any criminal offence brought against you during your employment.
- indecent, violent or offensive behaviour whether committed at or outside work
- inappropriate conduct with a pupil
- misuse of or deliberate damage to Broomwood property
- fraud, theft or dishonesty
- being on duty whilst unfit due to the influence of drugs and/or alcohol
- bullying or harassment
- conduct (whether committed at or outside work) which is likely to damage the Broomwood’s reputation
- discrimination (including harassment or victimisation) on grounds of sex, marital or civil partnership status, race, disability, age, sexual orientation or religious belief.
- disregarding health and safety rules/requirements and endangering yourself or others
- insubordination or wilful neglect or refusal of duty
- misuse of confidential information
- viewing, retrieving or downloading of pornographic material, or any other material which the School believes is unsuitable

This list is not intended to be exhaustive.

Staff are expected to adhere to Broomwood’s dress and personal appearance code in force from time to time. The code is published as a separate document which is available to all staff and which is updated