



Staff Code of Conduct

Systematic Security Ltd expects all employees to comply with management and to conform to Systematic Security Ltd's rules at all times. If these rules are disregarded or the employee behaves wrongly in some other way Systematic Security Ltd may discipline employees.

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

Rules

- Employees should comply with the terms of their employment.
- Employees should satisfactorily perform the instructions given for carrying out the function of their employment.
- Employees should satisfactorily perform any reasonable request relating to their function by an authorised manager.
- Employees should comply with the Respect National Service Standard in all their work.
- All absence from work, except for reasons of sickness, should be authorised.
- There should be proper and authorised use of Systematic Security Ltd equipment, time and property.
- Making of long or numerous private telephone calls (and emails) is not permitted.
- Removal of Systematic Security Ltd property from the premises without permission is not permitted.
- Full-time employees are not allowed to take other paid employment without the written permission of the line manager – this permission will not be unreasonably refused.
- All safety rules should be adhered to at all times.
- Safety equipment should be used at all appropriate times.
- Threatening, aggressive or violent behaviour or language is not permitted and may lead to dismissal – this applies both during working hours and outside of the work environment.
- Discriminatory behaviour, language, or non-verbal language is not permitted.
- Harassment of individuals, whether sexual or otherwise, is not permitted.
- Bullying of individuals, in any form, is not permitted.
- Behaviour or actions that would in any way jeopardise the safety or well-being of other employees is not permitted.
- Unnecessary disclosure of confidential information concerning the work of Systematic Security Ltd or its employees is not permitted (this does not affect the employee's rights under the Public Interest Disclosure Act 1998).

Systematic Security Ltd
Alperton House Bridgewater Road Wembley HA0 1EH
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Company Registration No: 06786680



- The drinking of alcohol or the taking of illegal drugs on Systematic Security Ltd premises is not permitted.
- Gambling on Systematic Security Ltd premises is not permitted.
- Smoking or drinking on Systematic Security Ltd premises is not permitted.
- Employees must not behave in a way that brings or may bring Systematic Security Ltd into disrepute.
- Employees will not bring sexually explicit material (pornographic) into the workplace or engage in inappropriate sexually explicit conversation within the workplace.
- Employees will treat guests and clients with respect at all times.
- Employees will dress in a manner suitable for the workplace.
- Shouting and verbal intimidation is also seen as unacceptable and will constitute gross misconduct.
- No employee will engage in a relationship (social, sexual or financial) with a client or ex-client of Systematic Security Ltd for at least two years after their contact with Systematic Security Ltd has ended.

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 Systematic Security Ltd is responsible
- Incapacity for work due to being under the influence of illegal drugs or alcohol
- Gross insubordination
- Deliberate damage to Systematic Security Ltd property
- Serious infringement of the rules of Systematic Security Ltd.

Atiq Malik

Managing Director - Systematic Security Services
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