



83 Main Street
Witchford, Ely
Cambs CB6 2HQ

Employee Behaviour Declaration

It is important that all employees know the standard of conduct and behaviour that is expected of them. This document provides guidance for employees All are expected to abide by all the settings policies and procedures and are expected to conduct themselves in a satisfactory manner.

General

Employees Must;

- Comply with the settings policies and procedures
- Operate within the law.
- Respect and co-operate with manager and other employees and be truthful and not abuse or undermine them in anyway
- Respect diversity and not discriminate in any way against a person or on the grounds of colour, religion, ethnic or national origin, gender, sexual orientation or marital status (under the Race Relations and Sex Discrimination legislation)
- Conduct themselves in a positive and professional manner never using abusive language that offends other employees, children, parents or outside agencies
- Sign a Tablet Declaration form before they can use the pre-school tablets for Tapestry.

Confidentiality

Employees must;

- Keep confidential any information relating to the setting its employees and customer
- Ensure that when using email and any other messaging service they do not post any confidential information about the setting, employees, customers, or other contacts/outside agencies (this applies to business or home computer) or any message which could constitute bullying or harassment (e.g on the grounds of sex, race or disability)

Health & Safety: Dress

Employees must;

- Ensure that all piercings (apart from small studs) are removed prior to commencing work and that jewellery does not cause a hazard to self or others
- Ensure that appropriate clothing is worn
- Ensure that any loose buttons or fastenings are appropriately secured prior to commencing work.
- Ensure appropriate footwear is worn (no high-heels or open toe sandals)

**Health & Safety – General
Employees must;**

- Take reasonable care of their own health and safety and that of others who may be affected by their actions
- Report any accidents/injuries sustained in the setting as soon as they happen and record in the accident book
- Work safely in accordance with policies
- Know the fire and evacuation procedures for the setting
- Co-operate with the setting Manager to ensure that the highest standards of safety are maintained at all times
- Comply with hygiene requirements
- Ensure that they are not under the influence of drugs or alcohol whilst in the setting



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By Signing below, I Confirm that by wearing open toed sandals it is my own choice and

Employee Declaration: I have read and understood the Staff Behaviour and code of conduct.

Signed:

Date: