

# TEAMKIDS CODE OF CONDUCT

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At TeamKids ("the Company") we require that all of our employees conduct themselves according to the highest standards of ethics, integrity, and behaviour when dealing with our clients (children/parents), colleagues and other stakeholders. This includes, but is not necessarily limited to, full compliance with all legal obligations imposed by statute or any other source of law.

This Code of Conduct applies to all TeamKids employees and establishes the standards of behaviour that must be met by all employees. Where these standards are not met, appropriate disciplinary action will be taken. In cases where the breach involves serious misconduct, this may result in summary dismissal. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be notified.

## STANDARDS OF CONDUCT

The standards expected of employees include:

- Compliance with all Company and workplace policies, procedures, rules, regulations and contracts.
- Compliance with all laws.
- To ensure children are properly cared for, supervised and protected through compliance with Company policies, procedures, and agreed practices.
- Notify the Company of any changes in personal circumstance that may impact your ability to work in the Children's Services industry or impact your ability to complete the above, e.g. Deferring from Educational studies etc, investigations into a breach of child safe standards etc.
- To be professional, honest and fair in dealings with children, colleagues, external providers, school staff, Company management and the general public, and to treat them with courtesy and respect.
- Ensuring that all communications are conducted in such a way as to not harass, discriminate or treat unfairly or inappropriately any other employee, customer or client of TeamKids. This includes but is not limited to ethnic slurs, personal insults including references to sexuality, obscenity, etc.) and derogatory or exclusive language, and extends to interactions both in person or indirectly (including via social media – see also – *TeamKids Social Media Policy*).
- To be faithful and diligent, and actively pursue the Company's best interests at all times.
- To be a suitable and fit person to undertake work with children by maintaining current relevant qualifications and checks as required by the governing regulations and authorities.
- To work in a safe and compliant manner, and to observe all workplace health and safety rules and responsibilities.
- Refraining from any discriminatory, bullying or harassing behaviour toward children, colleagues, external providers, school staff, Company management and the general public.
- To not make any statements to the media about the Company's business, unless expressly authorised to do so by the Company (requests for media statements should be referred to Insert Media Position).
- To not make any statements about the Company on social media, or any other public platform, that may harm the Company's reputation.

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## STANDARDS OF CONDUCT CONTINUED

- To not engage in any employment or provide any services to any person, supplier, competitor or entity other than the Company, except with the Company's prior verbal or written consent.
- To not use, or come to work while affected by use of prohibited drugs or alcohol.
- To ensure and maintain punctuality.
- To respect the Company's property.
- To dress in an appropriate manner and to ensure that appearance is presentable, clean, neat and tidy (including but not limited to wearing any uniform that is required of you by the Company).
- To maintain both during employment and after termination of employment with the Company, the confidentiality of any confidential information, records or other materials acquired during the course of employment.
- At all times, behave in a way that upholds the Company's core values and the integrity and good reputation of the Company.
- Reporting any conduct of other workplace participants which is in breach of any of the above, or potentially in breach of any of the above, without delay.