



Staff Code of Conduct

Introduction

Northern Arts Factory expects the highest ethical standards from its employees in carrying out its business. This Code of Conduct sets out those standards by which all employees are bound. It provides guidelines on the required behaviour in a wide range of situations, including social events and out of hours activities that directly reflect on Northern Arts Factory. It also refers to the relevant supporting policies.

It is the responsibility of all employees to familiarise themselves with the details of the Code and its guidance. If any employee has any queries or concern about how they should behave, they should contact Anne or Sally.

The Code applies to all employees, temporary staff, freelancers and contractors.

All staff should follow the guidance in this important document.

Signed [.....]

Company Mission Statement

Our mission here at Northern Arts Factory is to nurture children's confidence so that they blossom, learn and shine. From their earliest days, children have a natural urge to dance, sing and perform. We empower through Performing Arts by creating a safe space for all children to experiment whilst having fun, to make mistakes without judgement, to value perseverance and work together, helping each other be the best they can be.

Core Values

We believe that Northern Arts Factory:

- Builds confidence, character, resilience and self belief.
- Nurtures creativity and develops the imagination.
- Creates a fun filled environment for all to learn safely through experience.
- Promotes positive mental, social and physical health benefits.

This code of conduct outlines expectations of the employer and the employees to ensure a positive working relationship fostering transparency.

Our Ethos

We are proud of our high standards and quality of provision for all and look for passion in all our employees to develop their skill set and be able to learn. We are committed to

provide relevant training opportunities to all employees encouraging and supporting continuous professional development.

It is our aim, here at Northern Arts Factory treat all colleagues with mutual respect and foster a positive working relationship. We encourage open and honest professional dialogue and promote self reflection in response to feedback provided.

We nurture creativity in all that we do and expect our employees to bring their strengths and talent to the role. We will provide a clear structure and within that we challenge our employees to plan creative and engaging sessions.

Purpose

Our Staff **Code of Conduct** outlines our expectations regarding employees' behaviour towards their colleagues, customers and anybody involved with Northern Arts Factory

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

Safeguarding

- All employees are expected to have an up to date Enhanced DBS Certificate or be on the Update Service and have a relevant Level One Safeguarding qualification
- It is the responsibility of all employees to familiarise themselves with Northern Arts Factory's Safeguarding Policies (Appendix 1)

Work Environment

Northern Arts Factory places a high priority on providing a safe workplace and minimising the risks identified by the Health and Safety at Work Act 1974 and associated legislation. Effective safety management requires the active involvement of every employee and every employee has a legal duty to look after their own health, safety and welfare and that of those around them.

Employees should refer to Northern Art's Factory's Health and Safety policy (Appendix 2) for further information.

- Employees should act with integrity, comply with laws, maintain a professional work environment and comply with all company policies. (See Appendices)

- They should treat customers, colleagues, and partners ethically at all times.
- Complaints Handling Policy (Appendix 4)
- Disciplinary Procedure (Appendix 5)

Conflict of Interest

- Northern Arts Factory's reputation depends on the actions and integrity of its employees. It is essential that they avoid relationships and activities that hurt, or appears to hurt, their ability to make objective and fair decisions.
- We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Protecting of Company Property

- Employees should always act to protect company assets, including physical, intellectual, and electronic or digital properties. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.
- Employees shouldn't misuse **company equipment** or use it frivolously.
- Employees should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Corruption

- Northern Arts Factory's integrity is essential for maintaining trustworthiness and reputation. Employees should always do their work fairly, honestly, and legally.
- We prohibit bribes for the benefit of any external or internal party.

Attendance and Punctuality.

- Reliability and punctuality is essential to Northern Art's Factory building great relationships with all our customers, any absences or tardiness put a strain on other colleagues and must be avoided wherever possible.
- Employees are expected to be regular and punctual in attendance.
- Classes need to start promptly at the agreed time. Employees must take into consideration travel time and set up time when agreeing to deliver the class.
- It is the responsibility of the employee to communicate with the customer and Northern Arts Factory if there is any unavoidable tardiness and offer to make up any time lost.

- Any planned absence must be agreed with Northern Arts Factory in advance and employees must assist in finding cover
- If an employee cannot lead a class due to illness or accident they must inform Northern Art's Factory in a timely manner to allow the company to arrange cover.

Social Media

- Only Directors of Northern Arts Factory can post on official social media sites
- Employees to consider the ethos and role modelling when posting on private social media accounts.
- Employees should not allow any students registered with Northern Arts Factory to become a 'friend' 'follower' or gain access to their personal accounts
- Employees are encouraged to engage with posts by Northern Arts Factory and positively promote the company where appropriate.
- Employees are asked not to respond to any negative comments and allow Directors to manage.
- Any use of social media must be respectful, employees should not enter into any public dialogue that damages or appears to damage Northern Arts's Factory's reputation.

Dress Code

- We will provide branded items of uniform that must be worn when working for Northern Arts Factory
- It is the responsibility of the employee to maintain the upkeep of these items that will be replenished at regular intervals.
- We expect all employees to wear appropriate clothing for their activity whilst presenting a professional appearance.
- Whilst working with children it is important to ensure that clothing is comfortable, secure and does not expose flesh gratuitously or appear sexual in nature.

Data Protection

The General Data Protection Regulation and the Data Protection Act 2018 comprise the data protection regime that applied in the UK from 25 May 2018. This regime supersedes any previous legislation.

Northern Arts Factory holds and processes information on its staff and other data subjects for commercial and administrative purposes. It will only collect and handle data for "legitimate interest" and in compliance with the data protection regime above. We respect the confidentiality of personal and corporate information.

- Privacy Policy (Appendix 3)

Confidentiality

Northern Arts Factory is committed to the maintenance of the highest level of integrity in all its dealings with clients, customers and staff. This extends not only to commercial confidentiality but also to the protection of personal information received in the process of providing a service.

- Employees need to keep all information shared confidential.

Equality, diversity and inclusion

An important core value of Northern Arts Factory is the promotion of inclusivity and diversity. It seeks to ensure that the workplace is supportive of its staff and one where individual respect is shown to all members of staff, regardless of age, (dis)ability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex or any other factor. All staff will be supported and encouraged to perform to their potential.

For further information, employees should refer to the *Equal Opportunities* policy.

- We expect all employees to promote diversity and equality and treat people fairly and with respect.

Zero Tolerance

While this Code gives guidance to employees in certain situations, there are specific areas where Northern Arts Factory has a policy of zero tolerance. These are:

- unsafe, illegal or unethical working practices
- violence and aggression
- discrimination, bullying and harassment
- bribery and corruption

Breaches of the Code

This Code of Conduct has been drawn up to provide guidance on conduct for staff of Northern Arts Factory. For the avoidance of doubt, it is not a contractual document and Northern Arts Factory reserves the right to amend it at any time. The Code will be subject to regular review, particularly in the light of new and relevant legislation.

Any breach of the Code will be considered a disciplinary matter, which could result in disciplinary up to and including dismissal.