

## Introduction

Our Code of professional standards policy refers to Organisational expectations regarding behavior towards colleagues, supervisors, members and visitors.

We promote freedom of expression and open communication practices, however everyone is obliged to follow the code of professional standards. It is essential to avoid causing offence, participating in serious disputes and disrupting the workplace. It is also important to be a well-organised, respectful and collaborative environment.

This policy applies to all prospective or current employees, associates and volunteers of the Organisation regardless of employment agreement or rank.

## Policy elements

Organisational employees are bound by the terms of their contract to adhere to specific guidelines that apply to every work-related space during their work. Everyone is obliged to know and follow the professional standards.

## Compliance with Law

Everyone must protect the Organisation's legality. Legal guidelines refer to all environmental, safety and fair dealing dictations of the local and international law as well as the Organisational policy for social corporate responsibility.

In addition all are obliged to refrain from unlawful or offensive behavior against the Organisation where its finances, products, partnerships or public image are concerned.

## Respect in the Workplace

Everyone is bound by the equal opportunity policy of the Organisation. They are obliged to behave in a respectful manner towards their colleagues and strictly refrain from any kind of discriminatory behavior, harassment or victimisation. This applies to all aspects of the workplace from the recruitment and evaluation processes to interpersonal relations between colleagues. The Organisation has no tolerance for this kind of behavior and appropriate action will be taken when appropriate.

## Protection of **the Organisation's** Property

Everyone should treat the property of the Organisation, whether material or intangible, with respect and care.

Organisational equipment must not be misused or used frivolously.

All kinds of incorporeal property, including law-binding creations such as trademarks and copyright, as well as other elements for which it retains ownership (information, reports etc.) are to be respected and used only within the rights of the duties of each position.

Organisational facilities and other material property must not be damaged or vandalised. Such actions will invoke disciplinary and/or legal action in cases of voluntary violation.

## Professionalism

Everyone must abide to certain rules that show integrity and high quality professionalism while executing their role. You are required to make decisions based solely in terms of the mission and values of Garden Organic. The following are the Organisation's expectations from its colleagues:

### Personal Appearance

When representing the Charity and meeting customers and suppliers we ask that a professional image is projected at all times by wearing clothing appropriate to their job role.

Anyone who has been given a uniform or name badge should wear them at all times whilst on the Organisation's business. Uniforms must be kept clean, pressed and presentable.

Any personal protective equipment that is issued by the Charity must be worn at the relevant time. Failure to wear this equipment will result in appropriate action.

### Corruption

The Organisation actively discourages anyone from accepting gifts from clients or partners and it is strictly prohibited to accept bribes for the benefit of any external or internal party. Such behavior may invoke legal actions that will be damaging for both parties responsible.

Do not place yourself under any financial or other obligations to outside individuals or organisations that might influence you in the performance of your duties. You should not accept nor offer any hospitality which could be interpreted as a way of exerting influence over a business decision. Please obtain prior written consent from the executive team in order to accept or provide any form of hospitality.

### Job duties and authority

Everyone must pay attention to their duties and fulfill them with integrity and respect towards customers, stakeholders and the community. Mentoring and motivating are actively encouraged. Everyone is expected to follow their supervisor's instructions and execute all of their duties as assigned with skill and in a timely manner.

### Absenteeism

Please inform your supervisor/mentor as soon as reasonably possible if you are not able to attend an arranged time and date.

### Conflict of Interest

Everyone is expected to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties or be damaging to the Organisation. Any situation voluntary or involuntary that might be perceived as conflict of interest must be reported to the appropriate manager.

### Collaboration

Everyone is expected to maintain a climate of friendliness and harmony and endeavor not to disrupt the workplace for the execution of their duties or present obstacles to the work of their colleagues. It is important to respect others' work and efforts. Everyone is encouraged to work collaboratively with colleagues.

## Communication

Everyone must be open for communication with their colleagues. It is important that anyone in the workplace can refer to another so that their work as well as work conditions can be as productive and problem-free as possible.

## Respect

Respect the rights and dignity of all colleagues and services users as individuals and citizens.

## Benefits

The Organisation discourages everyone from abusing the benefits provided to them. This can refer to time off granted to an employee for a specific reason (e.g. sick leave), insurance, facilities, subscriptions or other benefits that the Organisation offers.

## Disciplinary Actions

Failure to comply with any part of the Code of Conduct's guidelines will result in appropriate action. The party responsible for non-compliance will be subject to repercussions that vary in regards to the severity of the violation. Possible consequences will include reprimand, detraction of benefits for a definite or indefinite time, demotion, suspension or termination for more serious offences. Legal action may have to be pursued in cases of corruption, theft, embezzlement or other unlawful behavior.

## Supporting policies:

- Discipline and Grievance
- Capability
- Social Media
- Recruitment
- Social Media
- Whistleblowing

