

CODE OF

CONDUCT-ADE

New Horizons Business Services Code of Conduct

The purpose of the New Horizons Business Services Code of Conduct is to ensure that all New Horizons supported employees practice standards of personal and professional conduct that are consistent with our Values and uphold the public reputation of the organisation.

It is important that all New Horizons supported employees adhere to the Business Service Code of Conduct to ensure that their rights and the rights of others are upheld and protected.

As a supported employee of New Horizons, I agree to:

1. Treat my co-workers fairly and with respect
 2. Keep my workplace free from bullying and harassment
 3. Speak with Staff when I am unhappy or unsure about something
 4. Look after New Horizons' tools and equipment
 5. Use PPE as and when required
 6. Adhere to New Horizons policies and procedures
 7. Not come to work under the influence of Alcohol and/or Drugs
 8. Attend work on my rostered/contracted days and hours
 9. Inform staff if I will not be attending work for any reason
 10. Represent New Horizons in a positive way, when using social media or representing the organisation at training and/or other events.
 11. Not behave or do anything that could give New Horizons a bad name or ruin its reputation in the wider community
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