



STAFF CODE OF CONDUCT

Purpose

The purpose of this Staff Code of Conduct is to clearly articulate the standards of behaviour expected from all personnel at Trendie. This code aims to guide professional conduct, fostering an environment where integrity, respect, and accountability are paramount. It ensures that every employee upholds the organisation's values in their interactions, both within and outside the workplace.

Scope

This code applies to all individuals employed by Trendie, including full-time, part-time, temporary, and contract staff. It governs behaviour in the workplace, during work-related activities, and in any situation where the individual represents the organisation. It covers interactions with colleagues, customers, suppliers, and the general public.

Code of Conduct Principles

- **Integrity:**
Employees are expected to act with honesty and uphold the highest ethical standards in all dealings. They must avoid actions that could harm the company's reputation or result in conflicts of interest.
- **Respect:**
Every individual should be treated with respect, dignity, and fairness. Employees are expected to contribute to a positive and inclusive work environment, free from harassment, bullying, or discrimination.
- **Accountability:**
Employees are responsible for their actions and decisions. They should be prepared to explain and justify their conduct and accept the consequences of their actions.
- **Confidentiality:**
Employees must safeguard confidential information pertaining to the company, its clients, and colleagues. Disclosure of such information without proper authorisation is strictly prohibited.



- **Compliance with Laws and Policies:**

Adherence to all relevant laws, regulations, and company policies is mandatory. This includes compliance with occupational health and safety regulations, anti-discrimination laws, and harassment policies.

- **Professionalism:**

Employees are expected to exhibit professionalism in all aspects of their role, including appearance, communication, and interactions with others. This includes maintaining a respectful and cooperative attitude and representing Trendie positively at all times.

Responsibilities

- **Employees:**

All employees are responsible for understanding and complying with this code. They are encouraged to seek guidance if they are uncertain about the appropriate course of action in any situation. Employees must report any breaches of this code to their manager or the HR department promptly.

- **Managers:**

Managers have a duty to model the behaviours outlined in this code. They are responsible for ensuring their teams understand and comply with the code, providing guidance where necessary. Managers must address any violations swiftly, fairly, and in accordance with company procedures.

- **HR Department:**

The HR department is tasked with implementing this code, providing support and guidance to employees and managers. HR is responsible for investigating reported breaches and recommending appropriate disciplinary actions.

Compliance and Enforcement

Trendie is committed to upholding this Staff Code of Conduct. Violations of this code are taken seriously and will be addressed in accordance with the company's disciplinary procedures. Depending on the severity of the breach, consequences may range from a formal warning to termination of employment.



Procedures for Handling Violations

- **Reporting**

Employees who become aware of a breach of this code must report it immediately to their manager or the HR department. Reports can be made confidentially and without fear of retaliation.

- **Investigation**

The HR department will conduct a thorough and impartial investigation into reported breaches. This may involve interviewing witnesses, reviewing documentation, and considering the employee's past conduct.

- **Disciplinary Action**

If a violation is confirmed, appropriate disciplinary action will be taken. The nature of the action will depend on the severity and circumstances of the breach. This may include verbal or written warnings, suspension, or termination of employment.

- **Appeals**

Employees who are subject to disciplinary action have the right to appeal the decision. Appeals should be submitted in writing to the HR department, detailing the grounds for the appeal.

Review and Updates

This Staff Code of Conduct will be reviewed annually to ensure its relevance and effectiveness. Employees will be notified of any updates or changes to the code. It is the responsibility of all employees to familiarise themselves with the most current version of the code.

Implementation

All new employees will receive training on the Staff Code of Conduct as part of their onboarding process. Existing employees will receive refresher training annually. The code will be made accessible to all staff via the company intranet and employee handbook.