

Code of Conduct

This Code of Conduct applies to all staff employed by the National Institute of Construction Skills (Wettrade Apprenticeships) and must be followed at all times.

We expect all staff to:

Professionalism and Respect:

- Treat all colleagues, clients, and stakeholders with respect, courtesy, and fairness, regardless of their position, background, or beliefs. You are expected to maintain a professional demeanour in all interactions, both within and outside the organisation and avoid engaging in discriminatory or harassing behaviour in any form, including but not limited to that outlined in the anti-discrimination policy.

Integrity and Ethics:

- Conduct yourself with the highest ethical standards, honesty, and integrity and adhere to all applicable laws, regulations, and company policies in the performance of your duties.
- Protect the confidentiality of sensitive company information, proprietary data, and client information.

Conflict of Interest:

- Disclose any real or perceived conflicts of interest that may compromise the objectivity or impartiality relating to your role. This includes avoiding situations where personal interests could conflict with the interests of the organisation.
- If necessary, seek guidance from the appropriate channels if you are uncertain about a real or perceived conflict.

Workplace Safety and Security:

- Maintain a safe and secure work environment by adhering to all safety procedures and protocols including reporting any potential safety hazards, accidents, or incidents promptly to the designated personnel.
- Respect and follow security measures, including data security, access control, and the protection of company assets.

Communication and Collaboration:

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- Foster open and respectful communication with colleagues, actively listening to others' viewpoints and valuing diverse perspectives.
- Communicating professionally and constructively, both verbally and in writing, ensuring clarity and accuracy.
- Collaborating effectively, promoting teamwork, cooperation, and the sharing of knowledge and resources.

Use of Company Resources:

- Utilising company resources, including equipment, systems, and facilities, solely for business purposes and in accordance with Wettrade Apprenticeships policies.
- Protect and responsibly use company information technology resources, including email, internet access, and software, avoiding misuse or unauthorised access.

Professional Development:

- Continuously striving to enhance your professional skills, knowledge, and expertise relevant to your role and responsibilities. This includes taking advantage of learning and development opportunities provided by the organisation to foster personal and career growth.

Compliance with Policies:

- Familiarising yourself with and complying with all applicable company policies, procedures, and guidelines. If you are unsure, seek clarification from the appropriate channels or require further understanding of any policy.

Reporting Violations:

- Promptly reporting any known or suspected violations of this Code of Conduct, company policies, or legal requirements through the designated reporting channels.
- Protecting individuals from retaliation where they report violations in good faith.

Consequences of Violations:

- Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment.
- The severity and consequences of violations will be assessed on a case-by-case basis, considering the nature and impact of the violation.

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