



The Outdoor Ed Code of Conduct

Employees must adhere to The Outdoor Ed code of conduct, if a member of staff breaks the code of conduct disciplinary measures will be taken.

Employees must come to work with a tidy and clean appearance.

Appropriate uniform and footwear must be worn to undertake activities.

Long hair needs to be tied up.

No jewellery can be worn – wedding bands should be removed but if they cannot be removed then it must be taped over to prevent injuries to fingers during activities.

Employees must not drink alcohol or take recreational drugs whilst working, must not come to work under the influence of alcohol or drugs. This is grounds for instant dismissal.

Bullying and discrimination in any form will not be tolerated.

If a member of staff feels like they are being bullied or discriminated against in any way they must report it to their manager or HR straight away.

The complaint will be fully investigated by the management team and appropriate action will be taken.

In the event that you become unwell and are not fit for work, you need to inform the company as soon as possible and no later than 7am on the day you are due to work. This must be done by a telephone call to Dan Pritchard stating the reason for your absence and how long you anticipate being off work.

There may be circumstances that you may require leave at short notice such as an emergency at home or compassionate leave (death of a spouse, parent, child or sibling). In the first instance telephone Dan Pritchard or the office to discuss leave. Paid leave will be at the discretion of the management.

All absenteeism must be reported – disciplinary proceedings will commence if you are absent from work without consent.

Maternity and Paternity will be statutory pay.

Once the company has been made aware that an employee is pregnant a risk assessment will be written.

Paid half hour break will be given during your working day, this will not necessarily be given at a set time depending on the needs of the business.

Any extra hours worked will be registered as TOIL and can be reclaimed in agreement with Dan Pritchard.

The Outdoor Ed activities and format cannot be copied or passed off as your own.

Any type of fraud or corruption will result in instant dismissal.

If a member of staff sees any form of misconduct, please report it to Dan Pritchard or the office in the first instance.

All company property must be respected.

Any deliberate actions that cause damage to any Outdoor Ed property or equipment will be reclaimed from the staff member who caused the damage.

The Outdoor Ed school staff must always respect the environment they are working in. Premises must be left clean and tidy using safe waste disposal and in their original state.

The Outdoor Ed school will always treat its staff fairly.

If you have any cause for concern or grievance of how you are being treated, please contact Dan Pritchard or the HR department.

The Outdoor Ed school will always prioritise its staff welfare and will offer support wherever it can and it is appropriate.

Confidentiality is highly important. Any sensitive information is strictly on a need-to-know basis.

The Outdoor Ed school will keep all personal information given to them securely and confidential.

Events that might happen during your working day regarding schools, children, staff and the company are to remain confidential and are not to be discussed outside of the company.

Breach of confidentiality may result in instant dismissal.

Mobile phones must only be used during breaks.

No photographs or videos are to be taken without permission and must not be shared on private social media.

GDPR – All personal data must be kept securely and confidential adhering to the GDPR rules – Data Protection Act 2018

Employees should complete their responsibilities with integrity.

All staff members must be respectful to each other.

All staff will treat customers with respect and be polite and professional at all times.

All staff members are required to read and follow our SOP (Standard Operating Procedures), EAP (Emergency Action Plan), safeguarding Policy and relevant risk assessments. These can be found on the staff portal on our website.

Courses and training offered to you will be paid by the The Outdoor Ed School.

If you give notice to terminate your employment within a year of undertaking any paid courses and training 75% of the cost of the trainings will be deducted from your final pay.

If you have your contract terminated due to disciplinary action 75% of the cost of courses and training will be deducted from your final pay.

Disciplinary Action

The Outdoor Ed School will take disciplinary action against an employee who intentionally or repeatedly fails to comply with our code of conduct. The type of disciplinary action the company chooses will depend on the violation.

1. A verbal warning
2. A written warning
3. A meeting to discuss the issue.
4. A disciplinary decision
5. A chance to appeal the decision.

A first written warning will last 6 months. If a second written warning is issued during this time it will be classed as your final warning.

Serious Misconduct

A first and final written warning will be given for a serious misconduct.

Gross Misconduct

Gross Misconduct can include things like theft, physical violence, gross negligence or serious insubordination.

Instant dismissal will result when there is case of gross misconduct.

One off minor incident

An informal discussion will take place to resolve the issue.

I confirm that I have read and understood The Outdoor Ed School code of conduct and will abide by its rules.

Signed.....

Date.....

Written 8th May 2024