



U-Educate Candidate Briefing and Code of Conduct Policy September 2025

Company workers are bound by their contract to follow our Worker Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

All workers must protect our client's legality. They should comply with all environmental, safety and fair dealing laws. We expect workers to be ethical and responsible when dealing with our company's partnerships and public image.

Respect in the workplace

All workers should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment, or victimization.

Protection of Client Property

All workers should treat our client's property, whether material or intangible, with respect and care.

Workers:

- Shouldn't misuse client equipment or use it frivolously.

Workers should protect client facilities and other material property (e.g. client vehicles) from damage and vandalism, whenever possible.

Professionalism

All workers must show integrity and professionalism in the workplace:

Personal appearance

All workers must dress appropriately for the work they are undertaking

Job duties and authority

All workers should fulfil their job duties with integrity and respect toward customers, stakeholders and the community. We expect workers to follow client instructions and complete their duties with skill and in a timely manner.

U-educate

www.u-educate.co.uk

**24, The Courtyard, Gorsey Lane, Coleshill, Birmingham, B46 1JA
Itchen 1, Wallops Wood, Sheardley Lane, Droxford, Southampton, SO32 3QY**



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Absenteeism and tardiness

We expect workers to be punctual when coming to and leaving from work. If for whatever reason you cannot make a shift, you are expected to notify us within an adequate timeframe

Collaboration

Workers should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to the client's work.

Communication

All workers must be open for communication with their colleagues, supervisors or team members

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Completed by: Adam Gray

Signature:

A handwritten signature in black ink, appearing to read 'Adam Gray', is positioned below the 'Signature:' label.

Role/Position: Director

Date Completed: 02/09/2025

Review Date: 31/08/2026