

## **Staff Code of Conduct, Dress & Written Codes**

Grafton Childcare expects all employees to abide by the codes below:

### **Conduct Code:**

- All employees are expected to act in a fair, compliant and professional manner when representing Grafton Childcare at any occasion.
- All employees must have the welfare of Grafton Childcare and its clients at the forefront of their thinking when representing Grafton Childcare.
- All employees should arrive at, or before, the start of a meeting or event out of respect for those hosting the meeting or event.
- All employees should have a willingness to share all tasks with others to maximise efficiency.

### **Dress Code:**

- All employees are expected to be presentable when representing Grafton Childcare at any occasion.
- All employees are expected to wear uniform provided at all times. Or when asked by your manager.
- Only belted non holed smart jeans, belted black trousers and skirts which fall below the knee are acceptable and permitted.
- Joggers, hammer pants, holed jeans or holed trousers are not permitted to be worn to work.
- Polo-shirts, Zip Fronted Fleecees and Zip Fronted Hoodies, will be provided by Grafton Childcare.
- You may if you wish, wear a short sleeved thermal t-shirt underneath your work wear of your own. However it must be either plain lilac, purple or grey and if longer than your work wear it must be tucked into your jeans, trousers or skirts at all times. In order to give a tidy and smooth appearance to your uniform.

It is expected that all clothing will be kept in a clean and laundered condition and uniform provided by Grafton Childcare will be both ironed and cleaned by yourself prior to your attending work each day, you will be provided with sufficient work wear in order that this is practical.

Breaches in this Dress Code could result in disciplinary measures being taken against yourself for non compliance to this code at all times during work hours whilst employed by Grafton Childcare.

### **Written Code:**

All employees will ensure that the all written text for circulation is in Comic Sans 11 and that they use commonly used language to assure understanding. All employees will retain the corporate image of Grafton Childcare on all publications, written and promotional material.