

## CONDUCT WHILST ON FOUNDATION BUSINESS POLICY

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As a general rule, what employees do after normal working hours and off Foundation premises is a personal matter and does not directly concern the Foundation. However, there are some exceptions to this rule.

The Foundation will become involved where incidents occur:

- at office parties, office drinks events or other work-related social occasions or gatherings, whether organised by the Foundation or by employees themselves
- at social occasions, lunches or gatherings organised by the Foundation's customers or clients where the employee has been invited in their capacity as an employee of the Foundation
- at work-related conferences and training courses
- whilst the employee is working away on business on behalf of the Foundation.

On these occasions, employees are required to adhere to the following rules:

- alcohol should be consumed only in moderation, regardless of whether the Foundation has provided or paid for the drinks
- it is strictly forbidden for any employee to use illegal drugs
- employees should behave in an appropriate, mature and responsible manner, taking into account that they are representing the Foundation
- employees should not use abusive, offensive or inappropriate language
- employees should not behave in any way that could bring the Foundation's name into disrepute
- employees must take specific action to ensure they are well within the legal limits if they are driving and if driving a Foundation vehicle, employees must not drink and drive at all.

The provisions of the Foundation's equal opportunities and dignity at work policy continue to apply at work-related events.

Improper conduct or other unacceptable behaviour will not be tolerated and is a serious disciplinary matter. This includes excessive drunkenness, the use of illegal drugs, unlawful or inappropriate discrimination or harassment, violence such as fighting or aggressive behaviour and serious verbal abuse or the use of other offensive or inappropriate language. Any employee who is found to have breached these rules, or who otherwise brings the reputation of the Foundation into disrepute, at such an event will be subject to disciplinary action under the Foundation's disciplinary procedure. Depending on the circumstances of the case, such behaviour may be treated as gross misconduct and could render the employee liable to summary dismissal.

Where the employee's off-duty conduct seriously undermines the trust and confidence that the Foundation has in the employee, whether at a work-related social occasion or otherwise, under the Foundation's disciplinary procedure this could result in the employee's dismissal. For example, if the employee commits a criminal offence outside employment, the Foundation will examine whether there is an adverse connection between the criminal offence and the employee's employment.

The Foundation will then consider whether the offence is one that makes the employee unsuitable for his type of work or unacceptable to other employees, taking into account length of service, status, relations with

fellow workers and the effect on the Foundation's business and reputation subsequent to a charge or conviction.

Please see General Rules for the Foundation's policy on employees embarking on a personal relationship with a work colleague.