



Code of Conduct

The purpose of this code is to provide a clear framework within which employees of Active Adventurers Ltd are expected to conduct themselves. Active Adventurers Ltd strives to maintain a work environment for its staff and a learning environment for its students in which honesty, integrity and respect for fellow employees, students and the customers/clients are constantly reflected in personal behaviour and conduct.

This code covers some of the most important issues relating to personal conduct, and gives a framework of standards and behaviour guidelines, but it is not intended to be exhaustive.

Equality of Opportunity:

Active Adventurers Ltd seeks to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff and students, regardless of their gender, race, ethnic background, culture, disability, sexual orientation, age, religion, socio-economic status or any other factor will be supported and encouraged to perform to their potential.

Harassment and Bullying:

To secure an environment in which students and members of staff are able to flourish and to achieve their full potential, Active Adventurers Ltd is committed to ensuring that everyone is able to work and to participate in activities without fear of harassment, bullying or intimidation. Everyone at Active Adventurers Ltd has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment. Active Adventurers Ltd will take action against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened.

Health and Safety:

All activities should be carried out with the highest regard for the health and safety of employees and learners. Excellence in health and safety will be achieved by means of continuous improvement of standards, and the comprehensive use of risk assessments so as to systematically remove the causes of accidents/incidents and ill-health. Employees have a duty to report any issues, incidents, risks or damage to equipment to the Head of Centre as soon as possible.

Performance:

Active Adventurers Ltd expects individuals to follow all reasonable rules and instructions given by those supervising/managing the activities and/or work areas. It is a disciplinary offence to carry out official duties when under the influence of alcohol or non-medically prescribed drugs.



Dress Code:

Employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image at all times. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact. Active Adventurers Ltd will provide all coaching/teaching staff with a uniform and expects it to be worn when conducting activities.

Access to Confidential Information

Although Active Adventurers Ltd strives to conduct its business in an open fashion there will be times when individuals, through their positions as members of management or within their administrative capacity will become aware of confidential information. Individuals should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information.

Policies:

All policies can be accessed at any time via www.activeadventurers.co.uk and selecting the “Training” tab. Employees and learners should familiarise themselves with the policies:

- Child and Vulnerable Adult Policy
- Data Protection Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Internal Quality Assurance Policy
- Learner Appeals Policy
- Learner Complaints Reporting and Handling Policy
- Malpractice Policy

This code of conduct has been drawn up to provide a source of guidance to Active Adventurers Ltd employees. It is not a contractual document and can be amended at any time. All staff must comply with both the provisions of this code alongside the relevant policies and procedures. Breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.