

# Code of Conduct Statement

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## Our aim

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Elevated Aspirations Ltd® expects all employees to conduct themselves in an appropriate manner in their day to day work, including in their dealings with colleagues, members, learners, volunteers and external organisations & individuals.

Employees are also expected to adhere to the principles set out in Elevated Aspirations Ltd®'s Dignity and Respect Policy.

Employees should familiarise themselves with those Elevated Aspirations Ltd® policies which set out expected standards of behaviour. All Elevated Aspirations Ltd® policies are online. Ignorance of an Elevated Aspirations Ltd® policy is not acceptable.

Where employee conduct falls short of these standards, managers/supervisors will attempt to resolve the matter through informal means where appropriate so that employees are given the opportunity to improve.

If these actions do not provide a resolution, then the formal disciplinary procedure should be followed.

Elevated Aspirations Ltd® aims to deal with all disciplinary issues in a fair and consistent manner. We recognise that, for the employee and manager concerned, involvement in a disciplinary procedure can be difficult and stressful. Elevated Aspirations Ltd® will therefore ensure that disciplinary issues are dealt with as quickly as the specific circumstances allow.