

Employee/Volunteer Code of Conduct

OVERVIEW

At Launch It we require that all of our employees/volunteers conduct themselves according to the **highest standards of ethics, integrity, and behaviour** when dealing with our clients, colleagues and other stakeholders. This includes, but is not necessarily limited to, full compliance with all legal obligations imposed by statute or any other source of law.

This Code establishes the standards of behaviour that must be met by all employees and volunteers. Where these standards are not met, appropriate disciplinary action will be taken. In cases where the breach involves serious misconduct, this may result in summary dismissal or ending of the relationship. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be notified.

OPERATION

The purpose of this policy is to make it clear what Launch It expects from employees/volunteers, and all are required to be familiar with and comply with the terms of this policy at all times. Failure to do so may result in disciplinary action, including potentially termination of employment.

In so far as this policy imposes any obligations on Launch It, those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees, they are discretionary in nature and are also not intended to be contractual. They set the terms and conditions of employment that are intended to be contractual out in an employee's written employment contract.

Launch It may unilaterally introduce, vary, remove or replace this policy at any time.

STANDARDS OF CONDUCT

The standards expected of employees/volunteers include:



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Edmonton, London N18 2FD

CHARITY NUMBER: 1086850

- Compliance with all Launch It workplace policies, procedures, rules, regulations and contracts;
- Compliance with all laws;
- Compliance with all reasonable and lawful instructions given by or on behalf Launch It
- Devotion of the employee's entire time, attention and skill during normal working hours and at other times as reasonably necessary for the employee to perform their duties;
- To be honest and fair in dealings with customers, clients, co-workers, Launch It management and the general public, and to treat them with courtesy and respect;
- To be faithful and diligent, and actively pursue Launch It's best interests at all times;
- To work in a safe and compliant manner, and to observe all workplace health and safety rules and responsibilities;
Refraining from any discriminatory, bullying or harassing behaviour toward customers, clients, co-workers, other volunteers, Launch It management and the general public;
- To not make any statements to the media about Launch It's business, unless expressly authorised to do so by Launch It's CEO or board of trustees;
- To not make any statements about Launch It on social media, or any other public platform, that may harm Launch It's reputation;
- To not, in connection with the employee's employment, accept any financial or other benefit from any entity other than Launch It unless acceptance of such benefit is in accordance with Launch It's other workplace policies or is otherwise disclosed to Launch It and expressly permitted by Launch It;
- To not engage in any employment or provide any services to any person or entity other than launch It, except with Launch It's prior written consent;
- To not engage in any employment or provide any services to a supplier or competitor of Launch It, except with Launch It's prior written consent;
- Immediately disclosing any potential, perceived or actual conflict of interest (whether direct or indirect) that may give rise to a conflict with the performance of the employee's obligations to Launch It, or Launch It's business, confidential information or reputational interests. Launch It may direct employees to take



action to eliminate or reduce any such conflict, and employees must comply with such directions;

- To not engage in conduct, whether during or after work hours, that in the opinion of Launch It causes damage or potential damage to Launch It's reputation;
- To not use, or come to work while affected by use of prohibited drugs or alcohol;
- To not discriminate on the basis of personal characteristics including (but not limited to) sex, race, disability, pregnancy, age, marital status or sexual orientation;
- To ensure and maintain punctuality; To respect Launch It's property;
- To dress in an appropriate manner and to ensure that appearance is presentable, clean, neat and tidy;
- To not use Launch It's internet to access and/or download sexually explicit material or other offensive material;
- To not use Launch It's email to send sexually explicit or suggestive material, or other offensive or harassing material;
- To maintain both during employment and after termination of employment with Launch It, the confidentiality of any confidential information, records or other materials acquired during the course of employment;
- At all times, behave in a way that upholds Launch It's core values and the integrity and good reputation of the Company;
- Reporting any conduct of other workplace participants which is in breach of any of the above, or potentially in breach of any of the above, without delay.

OTHER POLICIES

Employees/volunteers are encouraged to read this policy in conjunction with other relevant Company policies that will be updated soon, including:

- Workplace Anti-Bullying & Anti-Harassment Policy;
- Equal Employment Opportunity and Anti-Discrimination Policy.

This policy is due to be reviewed in December 2026.



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