



Conduct Policy

effective from May 2007

General Conduct:

All employees are expected to conduct themselves as a representative of LDCVS and behave accordingly at all times.

The following are examples of behaviour, which are regarded as either misconduct or gross misconduct.

It is a condition of employment that employees will not commit acts of misconduct or gross misconduct, as set out below, or acts of a similar nature. Employees disregarding these conditions, or behaving wrongly in some other way may be disciplined.

Disciplinary action can consist of a verbal warning, first written warning, final written warning, or dismissal. In the case of gross misconduct or serious infringement of the rules, summary dismissal can occur.

Examples of Misconduct:

- Bad timekeeping
- Unauthorised absence
- Minor damage to LDCVS property
- Minor breach of LDCVS rules
- Failure to observe LDCVS procedures
- Rudeness to clients, colleagues, managers or members
- Abusive behaviour
- Smoking on LDCVS premises
- Consumption of alcohol on LDCVS premises
- Gambling on LDCVS premises
- Minor disclosure of confidential information concerning LDCVS or its employees
- Unsatisfactory attendance
- Falsified sickness record
- Careless loss or damage of LDCVS tools or equipment
- Unauthorised use of CVS telephone
- Failure to wear or use protective clothing and equipment provided for your safety
- Unfitting behaviour
- Failure to carry out lawful instructions
- Unauthorised use of or access to the Internet
- Unauthorised use of software



Examples of Gross Misconduct:

- Theft or unauthorised possession of any property belonging to LDCVS or any fellow employee or of clients or the public
- Behaviour or actions that would in any way jeopardise the safety or well-being of other employees, clients or the public
- Serious damage to LDCVS property
- Actions which would make LDCVS open to any form of prosecution or liability as a result
- Falsification of reports, accounts, timesheets, expense claims or self-certification forms
- Disclosure of confidential information concerning LDCVS or its employees
- Refusal to carry out duties or reasonable instructions
- Incapable of satisfactory performance at work by reason of drink or drugs.
- Having illegal drugs in your possession on LDCVS premises
- Serious breach of LDCVS rules
- Fighting or other violent, dangerous or intimidatory conduct
- Sexual, racial or other harassment of a fellow employee, client or member of the public.
- Bullying of a fellow employee
- Gross negligence or incompetence
- Conviction on a criminal charge
- Bringing your employer into disrepute
- Sending abusive, scandalous, obscene or defamatory communications of any kind including e-mail or any other media
- Accessing or downloading or otherwise being in possession of any material or publication or image in any media at your place of work or during working hours which would be likely to bring LDCVS into disrepute
- Unlawful use of software