



Conduct of employees outside work policy

Introduction

As a general rule, what employees do outside normal working hours and off the Company's business premises is of no concern to the Company. However, there are some exceptions to this rule.

The Company will become involved where incidents occur:

- A current staff member is wearing staff uniform. Staff are strongly advised to remove staff uniforms before going out socialising.
- At office parties, office drinks or other work-related social occasions or gatherings, whether organised by the Company or by the employees themselves.
- At social occasions, lunches or gatherings organised by the Company's customers, clients or suppliers where the employee has been invited in their capacity as an employee of the Company.
- Whilst the employee is working away on business on behalf of the Company.
- Whilst the employee is attending external training courses or conferences in their capacity as an employee of the Company.

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

- Alcohol should be consumed only in moderation, regardless of whether the Company 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 Company.
- Employees should not use abusive, offensive or inappropriate language.
- Employees should not behave in any way that could bring the Company'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 company vehicle, they must not drink and drive at all.

Employees must also comply with the provisions of the Equal Opportunities Policy and the Anti-Harassment Policy at such 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 Company into disrepute, at such an event will be subject to disciplinary action under the Company's disciplinary procedure. Depending on the seriousness of the



offence, such behaviour may be treated as potential gross misconduct and could render the employee liable to summary dismissal.

Finally, where the employee's off-duty conduct seriously undermines the trust and confidence that the Company has in them, whether at a work-related social occasion or otherwise, this could result in the employee's dismissal. For example, if the employee commits a criminal offence outside employment, the Company will examine whether there is an adverse connection between the offence and the employee's employment. The Company will then consider whether the offence is one that makes the individual unsuitable for their type of work or unacceptable to other employees, taking into account the employee's length of service, status, relations with fellow workers and the effect on the Company's business and reputation subsequent to a charge or conviction.