

Project Food Appropriate Conduct Policy

All staff and volunteers are expected to behave appropriately while at Project Food or representing Project Food. The following are examples of inappropriate conduct and would result in disciplinary procedures for staff (see appropriate policy) and may result in a volunteer no longer being required.

Misconduct:

Misconduct includes but is not limited to:

- misuse of equipment, including making long or numerous private telephone calls (and emails)
- smoking in non-smoking areas
- gambling on the premises
- unreasonable or unacceptable conduct, e.g. insolent or otherwise unhelpful or offensive behaviour including being under the influence of alcohol
- harassment likely to cause offence to staff, visitors or suppliers customers

Gross misconduct

Gross misconduct is defined as:

- theft
- falsifying various records or documentation such as claim sheets or expenses, and other such fraudulent behaviour within the work context
- serious negligence which causes unacceptable loss, damage or injury
- malicious damage to or abuse of organisational property
- failure to comply with duties and/or legal obligations in respect to Health & Safety
- sexual/racial harassment, indecency at work, harassment, bullying (physical & verbal) or threatening behaviour towards another employee, worker or client
- acts of incitement or actual acts of discrimination on the grounds of sex, race, colour, religion or belief, ethnic origin, sexual orientation, marital status or age
- fighting, assault on another person
- gross insubordination to or deliberate provocation towards others
- incapability through alcohol or being under the influence of illegal drugs
- serious failure to observe rules on confidentiality

- unauthorised entry to computer records, accessing offensive material via the internet or sending offensive material via email

These lists of offences are not exclusive or exhaustive and offences of a similar nature will be dealt with under this procedure.

Policy reviewed: 23rd Feb 2021

Next Review: Feb 2024