



## Code of Conduct

This Workplace Code of Conduct (“Code”) establishes the principles and expectations for professional conduct and ethical behavior for all employees of Remedy Recruitment Group. By adhering to this Code, we foster a positive, inclusive, and respectful work environment that aligns with our core values and organisational objectives.

### 1. Scope and applicability

This Code applies to all employees of Remedy Recruitment Group, regardless of their position or location.

Contractors and temporary staff are also expected to adhere to this Code while working for or on behalf of the company.

### 2. Core values and principles

Our commitment is to meet the highest standards of integrity, care, trustworthiness, objectivity, respect, compassion, communication and responsibility.

### 3. Professionalism

Employees are expected to always conduct themselves in a professional manner. This includes punctuality, reliability, and commitment to delivering high-quality work.

### 4. Respect and inclusion

We value diversity and are committed to fostering an inclusive environment where all employees feel valued and respected.

Harassment, discrimination, or any form of bullying will not be tolerated.

### 5. Integrity and ethics

Employees must act with integrity and uphold the highest ethical standards in all professional interactions.

This includes avoiding conflicts of interest and acting in the best interests of the company.

## **6. Dress code**

Employees are expected to dress in a manner that is appropriate for their role and the work environment.

## **7. Technology and social media usage**

Company technology and social media should be used responsibly and in accordance with company policies.

Confidential information must not be shared online or through social media platforms.

## **8. Health and safety**

Employees must comply with all health and safety regulations and report any hazards or unsafe conditions.

A commitment to maintaining a safe and healthy work environment is the responsibility of every employee.

## **9. Conflict resolution**

Any workplace conflicts should be resolved in a professional and respectful manner.

Employees are encouraged to seek the assistance of their supervisor or HR if needed.

## **10. Reporting mechanisms**

Employees are encouraged to report any unethical behavior or violations of this Code.

Remedy Recruitment Group is committed to protecting the anonymity and safety of those who report misconduct.

By adhering to this Code, employees contribute to the success and reputation of Remedy Recruitment Group. Failure to comply with this Code may result in disciplinary action, up to and including termination of employment.

## **11. Audit Compliance and Version Control**

This Code of Conduct complies with applicable regulations, including GDPR, employment law, and anti-discrimination legislation. It is subject to annual review and audit to ensure continued compliance.

## **12. Enforcement and Accountability**

Managers and the HR department are responsible for monitoring compliance with this Code. All violations will be documented and addressed according to company disciplinary procedures.

### **13. Expanded Reporting Mechanisms**

Employees may report violations anonymously through the company's secure reporting system or directly to HR. Reports will be acknowledged within 5 business days and investigated promptly.

### **14. Related Policies**

This Code should be read in conjunction with the Data Protection Policy, Health & Safety Policy, and Equal Opportunities Policy.

### **15. Training and Acknowledgment**

All employees are required to complete annual Code of Conduct training and acknowledge receipt of this document.

### **Contact Remedy Recruitment Group**

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