



Adecco Code of Conduct

Introduction

In any organisation, it is necessary to set down rules governing conduct and procedures to ensure its smooth running. Conduct which threatens personal health, well being or the security of clients or staff, or which endangers plant or property, is outside accepted behaviour.

This Policy provides the guidelines on the procedure that will be entered into in the event of concern regarding conduct and details what Adecco considers to be misconduct or serious misconduct.

Disciplinary Process

Misconduct

If Adecco considers that it is necessary to discipline an employee for a breach of workplace standards that do not amount to serious misconduct, we will generally apply the following warning procedure:

- A first breach will result in a written warning;
- A second breach will result in a final written warning;
- A third breach will result in termination of employment on notice.

Note

Where misconduct is considered serious enough, a final warning may be issued without a prior warning being issued.

When dealing with discipline, the following principles will apply:

- The employee is to be advised of their right to have a support person or representative present at any stage;
- The employee is to be informed of the specific matter(s) causing concern and be given a reasonable opportunity to provide an explanation;
- Any corrective action required together with a reasonable period of time to improve performance or change the conduct will also be advised. Where this is a performance issue, consideration may be given to coaching and counselling;
- Any disciplinary action is to be recorded in writing, and placed on their personal file;
- A written warning will specify the duration of the warning;
- In cases of alleged serious misconduct, the employee may be suspended on pay while an investigation is undertaken

Serious Misconduct

The following are examples of what Adecco regards as serious misconduct and which may give rise to termination of an assignment or dismissal **without warning and without notice**:

- 1) unauthorised possession of property, money, or information, or intellectual property, belonging to or under the control of Adecco's client or of Adecco;
- 2) possession or use of the property of other Temporary Associates, employees of Adecco's clients or other people such as customers without the owner's permission;

- 3) refusal to perform assigned duties or to carry out any proper and lawful instruction given by an Adecco staff member or by Adecco's client when this authority has been delegated to them by Adecco.
- 4) physical violence against any person on the Adecco or Adecco client's premises or during work hours;
- 5) racial, sexual or other improper harassment of any other Adecco employee or of any staff member of or person working on any Adecco client site;
- 6) being at work in a state of intoxication (whether drugs or alcohol) which prevents or impedes the proper performance of duties (whether of yourself or of any other person) or any breach of Adecco's Drug and Alcohol policy;
- 7) deliberate failure to declare a conflict of interest to Adecco or to an Adecco client;
- 8) deliberate use of an authorised password in order to enter or attempt to enter a computer known to contain information to which you are not entitled to have access;
- 9) interfering with safety equipment or otherwise acting in a manner that threatens safety, health, or hygiene in the workplace or in a manner that hinders the safe and proper performance of the duties of other people;
- 10) abuse of leave, including sick leave or bereavement leave;
- 11) acting in an unreasonable manner or saying a thing to any person in a position of authority which would or may cause that person's authority to be undermined;
- 12) dishonesty, including failing to tell the truth about a matter which is work related when specifically questioned by an Adecco staff member or a representative of Adecco such as a Client;
- 13) breach of Adecco's or a Client's internet and email policy, including use of the Internet for other than work related matters or using Adecco or Client company email in a manner that could bring Adecco or the Client into disrepute; or placing material in the public domain or on the internet that may diminish the reputation of Adecco or its clients;
- 14) use of a digital camera or cellphone to take photographs of people or information without the explicit permission of the person or of Adecco or Adecco's client;
- 15) the use of abusive, obscene or threatening language to another person in the workplace;
- 16) unauthorised absence from work, including misleading Adecco or Adecco clients as to the nature of / reason for an approved absence;
- 17) falsification of any record or document of Adecco or Adecco clients including (but not limited to) time sheets;
- 18) intentional damage or grossly negligent behaviour resulting in damage to property belonging to Adecco or Adecco clients, the public at large, or another employee;
- 19) unauthorised removal, downloading, copying, falsification, destruction or disclosure of computer software, Adecco or Adecco clients' records or confidential information;
- 20) bringing Adecco or Adecco clients into disrepute or acting in a way that has the potential to bring the Employer into disrepute, or acting outside Adecco or an Adecco client's policy in such a way as to damage the interests of Adecco or Adecco clients or otherwise damage the integrity of the Adecco or Adecco clients.

- 21) any conduct undermining trust and confidence.
- 22) viewing, soliciting, printing, downloading, saving or forwarding pornographic, offensive, objectionable and/or inappropriate material via email, internet or any other media source.
- 23) misrepresenting or withholding any conviction(s), employment history, qualifications, or other relevant information pertinent to Adecco's decision to employ the Employee.
- 24) being convicted of a criminal offence which directly affects the employment relationship or is deemed unacceptable by Adecco or Adecco's client.
- 25) breach of any policy or procedure of Adecco or Adecco clients.
- 26) any behaviour listed as Misconduct which Adecco in its sole discretion considers to be of sufficient seriousness to warrant consideration as Serious Misconduct.

This list is not exhaustive. Where an act is carried out by an employee which is not specifically covered by the serious misconduct above but is of a similar nature, Adecco reserves the right to implement the appropriate disciplinary procedures.

Misconduct

The following are examples of acts or omissions that may, **after appropriate warnings** from Adecco or its client, lead to dismissal:

- 1) failure to achieve performance standards and targets;
- 2) unauthorised gambling on Adecco's client or Adecco premises;
- 3) inadvertent failure to declare a conflict of interest;
- 4) failure to comply with policy on smoking in the workplace, or to observe safety rules;
- 5) any act which is likely to diminish the reputation of Adecco or of its client in the business or wider community;
- 6) using personal cellphones without permission during work hours, or making an unreasonable number of personal telephone calls, or making of unauthorised toll calls,
- 7) misuse of Adecco or Adecco's clients' resources including sending unauthorised email and the abuse of email or internet use
- 8) consistently being late for work or meetings or returning from lunch or work breaks;
- 9) insubordination to persons in authority;
- 10) acting in a manner which is wasteful or causes unnecessary expense for the Adecco or its clients;
- 11) preventing or interfering with another employee carrying out his or her work functions.
- 12) failure to promptly report any workplace accident.



- 13) failing to report to work at the time required without notifying an Adecco representative of the reason
- 14) acts otherwise falling within the category of serious misconduct, but where the particular case is such as to fall short of requiring dismissal in the particular instance.

This list is not exhaustive. Where an act is carried out by an employee which is not specifically covered by the misconduct above but is of a similar nature, Adecco reserves the right to implement the appropriate disciplinary procedures. Also, Adecco reserves the right to elevate the above to a serious misconduct allegation in the event that the nature of the conduct warrants it.