

A1 Taxis (The Company) Staff & Subcontractors Code of Conduct

A1 TAXIS expects all employees & subcontractors to comply with management and to conform to THE COMPANY'S rules at all times. If these rules are disregarded or the employee/subcontractor behaves wrongly in some other way THE COMPANY may discipline employees/subcontractors.

Disciplinary action can consist of a formal verbal warning, written warning, a final written warning, and dismissal or, in the case of gross misconduct, summary dismissal.

Rules

1. Employees/subcontractors should comply with the terms of their employment.
2. Employees/subcontractors should satisfactorily perform the instructions given for carrying out the function of their employment.
3. Employees/subcontractors should satisfactorily perform any reasonable request relating to their function by an authorised manager.
4. All absence from work, except for reasons of sickness, should be authorised.
5. There should be proper and authorised use of THE COMPANY equipment, time and property.
6. Making of long or numerous private telephone calls (and emails) is not permitted.
7. Removal of THE COMPANY property from the premises without permission is not permitted.
8. Full-time employees are not allowed to take other paid employment without the written permission of the management – this permission will not be unreasonably refused.
9. All safety rules should be adhered to at all times.
10. Safety equipment should be used at all appropriate times.
11. Threatening, aggressive or violent behaviour or language is not permitted and may lead to dismissal – this applies both during working hours and outside of the work environment.
12. Discriminatory behaviour, language, or non-verbal language is not permitted.
13. Harassment of individuals, whether sexual or otherwise, is not permitted.
14. Bullying of individuals, in any form, is not permitted.
15. Behaviour or actions that would in any way jeopardise the safety or well-being of other employees/subcontractors is not permitted.
16. Unnecessary disclosure of confidential information concerning the work of THE COMPANY or its employees/subcontractors is not permitted (this does not affect the employee's rights under the Public Interest Disclosure Act 1998).
17. The drinking of alcohol or the taking of illegal drugs on THE COMPANY premises is not permitted.
18. Gambling on THE COMPANY premises is not permitted.
19. Smoking on THE COMPANY premises is not permitted except in designated smoking area.
20. Employees/subcontractors must not behave in a way that brings or may bring THE COMPANY into disrepute.
21. Employees/subcontractors will not bring sexually explicit material (pornographic) into the workplace or engage in inappropriate sexually explicit conversation within the workplace.
22. Employees/subcontractors will treat guests and clients with respect at all times.
23. Employees/subcontractors will dress in a manner suitable for the workplace.
24. Shouting and verbal intimidation is also seen as unacceptable and will constitute gross misconduct.
25. No employee/subcontractors will engage in a relationship (social, sexual or financial) with a client or ex-client of THE COMPANY for at least two years after their contact with THE COMPANY has ended.

The following are examples of the kind of behaviour which can constitute gross misconduct and which could lead to summary dismissal:

- Physical violence towards anybody: this applies to your role as an employee/subcontractors but also outside of the work environment
- Behaviour that seriously jeopardises health or safety
- Serious misuse of the trust that exists between employees/subcontractors and anyone for whom THE COMPANY is responsible
- Incapacity for work due to being under the influence of illegal drugs or alcohol
- Gross insubordination
- Deliberate damage to THE COMPANY property
- Serious infringement of the rules of THE COMPANY