

EMPLOYEE CODE OF CONDUCT

Organisational Dress Code and Code of Conduct

Whilst the Organisation is mindful of presenting ourselves to carers in a non-intimidating, friendly manner, as an employee of Family Carers Ireland it is important to present a clean and professional appearance when representing the Organisation, whether in or outside of the office.

Acceptable “business casual” attire will be governed by common sense and norms of reasonable business attire. Employees should wear smart trousers and shirt (tie not essential) for males and smart trousers/skirts and blouse/top for females. Jeans, any denim or canvas clothing, running shoes and similar sports footwear, track suits and similar clothes, t-shirts, sweatshirts, leggings and shorts are unacceptable. When employees are engaged in business meetings or are interfacing with the public we expect them to dress in business attire (i.e. a smart suit and tie for males and business suit for females).

Family Carers Ireland operates a “dress down” neat casual day on Fridays. If an employee has arranged a business meeting on a Friday, however, they are expected to represent the Organisation with the appropriate business attire as outlined for business meetings.

Family Carers Ireland believes in developing an atmosphere of professionalism and mutual support, in which employees display respect, co-operation and helpfulness. It is essential therefore that every employee acts in a professional manner, and extends the highest courtesy to co-workers, visitors, customers, vendors and clients. Colleagues should at all times be treated with the utmost dignity and respect, regardless of their level within the organisation.

Under this Code of Conduct all employees are required:

- To act responsibly.
- To treat everyone with whom they come into contact in the course of work in Family Carers Ireland with respect, including other employees, clients, suppliers and agents.
- To treat the property of the Organisation and the property of all groups mentioned above with respect.
- To treat all clients with the same high level of respect and politeness as they themselves would wish for and expect in return.

- Not to do anything which would be likely to bring the Organisation into disrepute.
- To be careful of their language in all communications. The use of foul and abusive or extreme language or behaviour is not tolerated.
- To recognise and respect the roles and responsibilities of colleagues, and identify and sort out any conflicts of interest or disagreements in ways that minimise damage to work being carried out.
- To exchange information and resources with colleagues to make sure that all parties can work effectively together, and to be mindful of how personal performance impacts on others.

If all are mindful of the above, we can succeed in creating a professional and harmonious working environment within Family Carers Ireland.

Further detail on Family Carers Ireland policies in the area of conduct may be found in the sections on “Bullying Policy & Procedure” and “Harassment & Sexual Harassment Policy & Procedure”. Failure to adhere to these policies and procedures may, following a full investigation, lead to immediate dismissal.

No Smoking Policy

In accordance with the Public Health (Tobacco) (Amendment) Act 2004 which made provisions for a smoke-free workplace from 29th March 2004, Family Carers Ireland operates a strict no smoking policy. This is in the interest of the health, comfort and welfare of employees of and visitors to Family Carers Ireland. This policy also extends to respite workers whilst working in other people’s homes.

The Organisation is not obliged to provide employees with a smoking break. Employees are only entitled to time off work for breaks as set down in Section 12 of the Organisation of Working Time Act 1997.

Staff Etiquette at Social Events Policy

- All employees should be aware that any function they attend in conjunction with Family Carers Ireland is considered to be an extension of the workplace. There is an expectation of appropriate behaviour if, for example, an event or Organisation outing is held outside of the workplace.

- Employees are reminded that the policies and procedures that are in place in the workplace, still apply at any function organised by the or for the Organisation. This includes, but is not limited to harassment and discrimination.
- The Organisation will not tolerate or will not be held responsible for anyone who drinks excessively at an event or a company outing. If alcohol is available at any Organisation event or function, staff need to be mindful not to drink excessively. All staff are reminded that if they drink at a function, you may be still over the limit to drive the following day.
- Family Carers Ireland will not supply alcohol to any employees or guests who are below the legal age limit.
- Illegal drugs are not permitted for personal use at external functions or events.
- Employees should be aware that the giving of any gifts to their colleagues needs to be appropriate. There is a risk that some gifts may offend and may be deemed as harassment or discrimination which may lead to equal opportunity or personal injury claims.
- Employees should be culturally aware and sensitive to the fact that not all staff celebrate Christmas (or any other religious celebration).
- Employees who are currently suspended and/or currently involved in a disciplinary procedure are requested not to attend any Family Carers Ireland functions and/or parties until the disciplinary has come to an end.

Fair Trade & Environment

Family Carers Ireland encourages all employees actively to support environmental issues in their working lives. All Centres should be aware of local recycling initiatives, and participate in waste recycling of office materials including paper and empty print cartridges. All employees should make every effort to minimise waste, especially in relation to electricity, heating and water.

Travel should be by public transport where this is possible, and journeys should be limited to the essential. Teleconferencing (Global meet) and other technologies should be utilised to minimise nonessential travel.

All employees are encouraged to purchase fairly traded products where such are available and do not add excessive cost to the Organisation.