

Code of Conduct

TALK THE TALK

This Workplace Code of Conduct (“Code”) establishes the principles and expectations for professional conduct and ethical behavior for all employees of Talk The Talk. 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 Talk The Talk regardless of their position or location.

Trainers, Facilitators, 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

1. **Empowerment:** Helping young people feel confident in their communication abilities.
2. **Inclusivity:** Creating a welcoming environment for all, recognizing diverse backgrounds and experiences.
3. **Respect:** Fostering a respectful atmosphere where all voices are heard.
4. **Collaboration:** Encouraging teamwork and peer support among participants.
5. **Personal Growth:** Focusing on the development of individual skills and personal journeys.

3. Professionalism

Employees are expected to conduct themselves in a professional manner at all times. 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.

Talk The Talk 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 Talk The Talk. Failure to comply with this Code may result in disciplinary action, up to and including termination of employment.

We are committed to reviewing our policies and good practice annually.

This policy was last reviewed and updated in November 2025

It was adopted by the trustees on 18.11.25

This policy is due to be reviewed in July 2026

A handwritten signature in dark ink, appearing to read 'Steve Phillips', is written over a light blue horizontal line.

Steve Phillips
Chair of Trustees
18.11.25