



Triple C
(Liverpool)

Christ Church Community Centre
Sedgemoor Road
Liverpool
L11 3BR
0151 226 2992

ACCEPTABLE BEHAVIOUR POLICY

Triple C (Liverpool), hereafter referred to as Triple C expects all volunteers and employees to comply with Triple C rules for acceptable behaviour at all times. If these rules are disregarded or the employee/volunteer behaves wrongly in some other way, the organisation may bring its disciplinary procedure into place. It is not possible to include all the rules here and further clarification from the line manager/lead volunteer should always be sought if necessary.

Here are some of the rules that apply to employees:-

- Employees should comply with the terms of their employment
- Employees should satisfactorily perform the instructions given for carrying out the function of their employment
- Employees should satisfactorily perform any reasonable request relating to their function by their line manager
- All absence from work, except for reasons of sickness, should be authorized
- Full-time employees are not allowed to take other paid employment without the written permission of the line manager - this permission will not be unreasonably refused

Here are some of the rules that apply to employees and volunteers:-

- Any absences from work or volunteering should be reported as soon as is reasonably practicable so that cover arrangements may be made
- There should be proper and authorised use of organisations equipment, time and property
- All safety rules should be adhered to at all times
- Safety equipment should be used at all appropriate times
- The drinking of alcohol is not permitted unless permission is specifically granted
- The taking of illegal drugs is not permitted
- Threatening or violent behaviour or language towards another employee, volunteer or user is not permitted
- Behaviour or actions that would in any way jeopardise the safety or well-being of other employees, volunteers or users is not permitted
- Gambling is not permitted
- Rules about smoking in different venues must be adhered to
- Making of long or numerous private telephone calls
- Excessive use of emails for personal matters or personal, inappropriate or excessive use of internet is not permitted - See our Email/Internet Policy for more details
- Employees and volunteers must not use behaviour, language, or non-verbal language that is discriminatory

- Employees and volunteers must not use behaviour, language, or non-verbal language that undermines the Christian ethos of Triple C
- Unnecessary disclosure of confidential information concerning the work of Triple C or its employees, volunteers or users is not permitted (this does not affect the employee's rights under the public interest disclosure act 1998)
- Bullying or Harassment of individuals, in any form, is not permitted – See our Bullying and Harassment Policy for more details
- Removal of organisational property from the premises without permission is not permitted
- Employees and volunteers must not behave in a way that brings or may bring the organisation into disrepute.

Gross misconduct

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

- Physical violence towards another employee, volunteer or user of Triple C
- Behaviour that seriously jeopardises health or safety
- Serious misuse of the trust that exists between employees and anyone for whom the organisation is responsible
- Incapacity for work due to being under the influence of illegal drugs or alcohol
- Gross insubordination
- Theft
- Fraud
- Bullying
- Deliberate damage to organization property
- Serious infringement of the rules of the organization.