

## **Global Code of Conduct, Policy**

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### **Intent**

The London Potters Guild (LPG) at London Clay Art Centre (LCAC) is committed to providing a safe, healthy workplace that promotes a high level of satisfaction and a respectful environment. We believe it is the shared responsibility of all employees and members to work toward the constant improvement of our work environment. To assist the organization in maintaining an exemplary work place, we require that all employees and members at LCAC conduct themselves in an ethical and professional manner, at all times. This Global Code of Conduct also pertains to the behaviour of the general public as participants at LCAC.

### **Guidelines**

To preserve the core values and business principles that our organization is founded upon, the following is a list of unacceptable behavioural actions that have been classified as either:

1. Hazardous to employee, members, volunteer, and participant safety;
2. Criminal;
3. A negative influence on morale; or
4. Detrimental to the success of our business and organizational culture.

The LPG Board of Directors and LCAC's Executive Director reserve the right to discipline and, in certain cases, suspend or terminate the employment, membership, volunteer, or participant privileges of any person for engaging in any conduct that violates The LPG and LCAC's Global Code of Conduct standards and policies.

### **Unacceptable Actions/Behaviours**

Unacceptable behaviours shall include, but not be limited to the following:

- Causing physical harm to another person;
- Bullying, threatening, or harassing behaviour;
- Shouting at others or throwing items in any manner;
- Wilful damage or destruction to property, either organizational or personal property;
- Possession of a weapon while on premises, or while conducting business on behalf of the LPG or LCAC;
- Disorderly, immoral, or indecent conduct;
- Violation of health and safety practices, policies and procedures;
- Theft, including physical and intellectual properties;
- Insubordination;
- Dishonest, illegal or improper business activities;
- The use, possession, sale, manufacture or dispensation of any illegal drugs;
- The use of alcohol or illicit narcotics off premises that adversely affects the employee's or member's performance, the employee's or member's own safety, or the safety of others at LCAC, or the organization's reputation in the community;
- Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform his/her duties;

- Arriving to work late without providing advance notice and/or without reasonable cause;
- Failure to properly report an absence; and
- Failure to meet stated goals, objectives and/or performance metrics required for a position.
- Job abandonment;

In circumstances of criminal/illegal activity, law enforcement will be notified.

Employees\* and members\*\* are expected to conduct themselves in a manner conducive to a safe environment, following all LPG/LCAC practices, policies, and procedures.

The London Potters Guild Board of Directors at its sole discretion shall determine suspensions and terminations of LPG memberships.

LCAC's Executive Director at their sole discretion shall determine the suspension or termination of employment, LCAC studio-use privileges, and volunteer and participant engagement.

For procedural guidance, please see *Global Code of Conduct, Complaint Procedure*.

**\*Acknowledgement and Agreement for Employees**

I, \_\_\_\_\_, acknowledge that I have read and understand the Global Code of Conduct Policy and Complaint Procedure of The London Potters Guild at London Clay Art Centre. I further agree to adhere to this policy and will ensure that employees, members, volunteers and participants working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**\*\*Acknowledgement and Agreement for LPG Members and LCAC Studio-Users**

By submitting an application for LPG membership and studio-using privileges at London Clay Art Centre, the applicant agrees to be bound by the terms of the Global Code of Conduct, and further agrees that any contravention of the Global Code of Conduct may result in the suspension or termination of LPG membership and studio-using privileges.