

Standards of Business Conduct Required

Introduction

Leander Club expects its employees and workers (including temporary, agency, interim, contractor or consultant employees and workers) to be scrupulously impartial and honest in all affairs relating to the Company. All employees and workers also bear a responsibility to act as ambassadors for the Company in terms of their general conduct both within and outside the organisation. This policy outlines the responsibilities of every individual working for the company.

The duties of an employee are as follows:

- to be ready and willing to work;
- to offer their services personally: for example they must not subcontract the work for which they are employed;
- to take reasonable care in the exercise of that service, including the duty to be competent at work and to take care of the Company's property;
- to not wilfully disrupt the Company's business;
- to obey reasonable orders as to the time, place, nature and method of service;
- to work only for the Company in the Company's time;
- to disclose information to the Company relevant to the Company's business: for example that they might know or discover;
- to hold solely for the Company the benefit of any invention relevant to the business on which the Company is engaged;
- to respect the Company's trade secrets;
- in general, to be of good faith and do nothing to destroy the trust and confidence necessary for employment;
- to account for all benefits – monetary or in kind - received in the course of employment;
- to not give or receive bribes or otherwise act corruptly
- to indemnify the employer for loss caused by the employee.

Standard Of Conduct Required By The Company

Password Policy

The nature of Leander Club's business requires that employees are highly tuned to the importance of system security. This includes personal systems, the company's systems and those of our customers. Strong passwords are required on all systems by all employees. Passwords must include:

- Capital letters
- Special characters
- A mix of letters and numbers
- They must not make reference to the employees names or easily identifiable attributes e.g. spouse's name or car registration
- They must not be repeated on multiple systems.

GDPR

All employees and workers are expected to understand and abide by the General Data Protection Regulation.

All employees and workers will be provided with a copy of Leander Club's GDPR policy.

All issues (no matter how small) must be reported to the responsible person.

Information Assurance

All employees and workers are expected to understand and abide by the Information Assurance policy.

Personal Relationships

If a personal relationship between two employees develops within the working environment, the onus is on the senior employee concerned to bring this to the attention of his or her manager to confirm that there is no conflict of interest, nor will a conflict of interest arise. The Company reserves the right to move one of the employees concerned if it deems it necessary to do so.

Outside Interests and Employment

Outside interests include directorships, ownership, part ownership or material shareholdings in companies, business or consultancies likely to seek to do business with the Leander Club. These should be declared to the individual's line manager as should the interests of a spouse / partner or close relative.

Political and civic activities

It is not the intention of Leander Club, or this policy, to dissuade employees from participating actively in public duties. It is important, however, that by doing so there is no suggestion to a third party that the employee is acting on behalf of, or with the support of, Leander Club. To avoid any misunderstanding, no Company employee should permit his or her company affiliation to be noted in any outside organisation's materials or activities without the express written approval of a member of senior management.

General Conduct

Employees should at all times conduct themselves in such a way as to enhance the reputation of the Company.

Leander Club will support employees who become aware of and are willing to report breaches of this policy or who genuinely believe that a breach is occurring, has occurred or is likely to occur within the business. Employees should raise the issue internally with a Director or in accordance with the Company's Policy on Disclosing Information ('Whistleblowing').

These standards of conduct are intended to underpin and clarify standards required by the Company of its employees and form a fundamental part of the employment contract. Employees and workers who fail to comply with the guidance detailed in this Policy could be subject, following full investigation, to disciplinary action up to and including dismissal. If through their actions or omissions employees and workers are found to be in contravention of either this Policy or, indeed, their legal responsibilities then the Company reserves the right to take legal action if it deems it to be necessary to do so.