

3rd PARTY AGENTS - CODE OF CONDUCT

Contractors and their Employees or agents who work on their behalf / Agency Workers / Visitors

The aim of the Code of Conduct is to inform 3rd party agents of the New Collaborative Learning Trust's (NCLT) expectations and standards to adhere to when carrying out work on behalf of the Trust, whether voluntary or paid, at any of its sites or premises. The Code should be read in conjunction with any type of contract that is held with the Trust and is extended to all agents who work on their behalf in the fulfilment of the contract with NCLT. Such agents must be informed by the engaging 3rd party agent of the Code.

The Code of Conduct will operate in accordance with the Trust's duties under the Equality Act 2010 which places a duty on NCLT to take all reasonable steps to prevent bullying, harassment, including sexual harassment, victimisation and less favourable treatment of a worker on its sites (detailed in the Trust's Equality and Diversity Policy). The Trust Anti-Bullying and Harassment Policy details how the Trust will meet this duty and the expected appropriate behaviours. It is therefore a requirement of suppliers to the Trust that any necessary steps to prevent bullying or harassment are carried out. By engaging with NCLT you agree to abide by these principles.

The following list is not exhaustive and does not replace the general requirements of the law, common sense and good conduct expected of all who work for the Trust remotely or attend an NCLT site. At all times 3rd party agents are required to:

- Wear the provided Trust ID badge at all times when on the premises.
- Act in accordance with the expectations set out within the Trust's Site Induction Checklist or the Casual Worker Handbook (as relevant) and follow the reasonable directions and instructions of supervising staff.
- Stay within the agreed work area and access routes if applicable and obtain permission if it is necessary to go outside the agreed work area or access routes. Unless it is the purpose of their visit, ensure they are not left alone with pupils/students of any age whilst on site.
- Preferably wear identifiable corporate clothing, or non-offensive clothing suitable for the work being undertaken. Shirts/tops must be worn at all times.
- Ensure any interaction/communication with Trust staff, students or other 3rd party agents on site is appropriate and perceived as professional at all times to avoid any conflict of interest.
- Not use profane or inappropriate language whilst on site.
- Not smoke anywhere on Trust sites, including vaping or similar devices.
- Take good care of equipment belonging to the organisation.
- Take responsibility for their own behaviour and be mindful of its impact on others. Apply their skill and judgement to the best of their ability at all times, legally and with honesty, diligence and integrity. Attitudes, demeanour and language all require care and thought.
- Maintain confidentiality and ensure all data supplied to them or any information that they may come across whilst working on Trust sites, remains confidential and subject to Data Protection legislation. Contractors must not discuss any aspect of the Trust's business, other customers, other sites that they may have worked at or other contractors working on site.

BE MINDFUL! Your actions, no matter how well intended, could be misinterpreted

Appropriate action will be taken with 3rd party agents where it is considered that their behaviours or actions are in breach of this code, or who put themselves or others at risk. The Trust will not tolerate discriminatory behaviour including racial or sexual harassment towards its agents, employees or others, and will consider removing any offender from the site and no longer use their services.

Equally, contractors or their employees who have suffered discriminatory behaviour including racial or sexual harassment should bring this to the attention of the Trust, who will investigate fully in accordance with the timescales set out in the Trust's Complaints procedure and if the allegation is founded, will take appropriate action.

The above mentioned NCLT Policies and this 3rd Party Agents Code of Conduct are available on the Trust website at <http://nclt.ac.uk/policies>.