



BLUE LION
TRAINING ACADEMY

**BLUE LION CODE OF CONDUCT
POLICY AND PROCEDURE**

DOCUMENT HISTORY

Version	Date	Reason for Revision	QMS
V1	Sept 2019	Initial release	Harj Dhanjal
V2	May 2020	COVID-19 Update	Harj Dhanjal
V3	Sept 2021	Updated in line with new QMS	Geeta Dhanjal
V4	May 2022	Mission updated in policy	Geeta Dhanjal
V5	July 2022	Review and minor updates	Geeta Dhanjal

This Policy and Procedure document has been approved by the CEO / Director and is signed on release to the BLQMS on Monday.com as per the version control status in the above table:



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BLUE LION CODE OF CONDUCT

Blue Lion Training Academy Limited (the 'Company') aims to provide defect-free products and services to its customers on time and within budget, we aim to audit our policies and procedures to drive continuous improvement.

OVERVIEW OF POLICY

Blue Lion Training Academy requires that all of our staff and trainers conduct themselves according to the highest standards of ethics, integrity, and behaviour when dealing with our apprentices, employers, clients, colleagues and other stakeholders. This includes, but is not necessarily limited to, full compliance with all legal obligations imposed by statute or any other source of law.

This Code establishes the standards of behaviour that must be met by all staff and trainers. Where these standards are not met, appropriate disciplinary action will be taken. In cases where the breach involves serious misconduct, this may result in summary dismissal. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be notified.

PURPOSE

The purpose of this policy is to make it clear what the company expects from its staff and trainers who are required to be familiar with and comply with the terms of this policy at all times.

OUR VISION

Our vision is to equip the workforce of the future with the skills & knowledge to improve prosperity and wellbeing.

OUR MISSION

Our mission is to Involve, Improve & Inspire adult learners to unlock their true potential in a way that benefits their organisation and helps bridge the gap between left and right brain thinking through learning pathways in Management, Marketing, and Media as an alternative to university & corporate training.

OUR ETHOS

Our learners are at the heart of everything we do. They are our greatest asset, helping us to stand out and become the clear choice for employers in sustaining a creative approach to marketing and digital media through our apprenticeship programmes, and/or to helping them drive a culture of continuous improvement



BLUE LION CODE OF CONDUCT

The standards expected of staff and trainers include:

- Compliance with all Company - Blue Lion policies and procedures
- Compliance with all laws;
- Compliance with all reasonable and lawful instructions given by or on behalf of the Company;
- Devotion of staff member's entire time, attention and skill during normal working hours and at other times as reasonably necessary for the staff member to perform their duties;
- To be honest and fair in dealings with apprentices, employers, customers, clients, co-workers, company management and the general public, and to treat them with courtesy and respect;
- To be faithful and diligent, and actively pursue the Company's best interests at all times;
- To work in a safe and compliant manner, and to observe all workplace health and safety rules and responsibilities;
- Refraining from any discriminatory, bullying or harassing behaviour toward apprentices, employers, customers, clients, co-workers, company management and the general public;
- To not make any statements to the media about the Company's business, unless expressly authorised to do so by the Company (requests for media statements should be referred to harj.dhanjal@bluelionta.com);
- To not make any statements about the Company on social media, or any other public platform, that may harm the Company's reputation;
- To not, in connection with the staff employment, accept any financial or other benefit from any entity other than the Company – unless acceptance of such benefit is in accordance with the Company's other workplace policies or is otherwise disclosed to the Company and expressly permitted by the Company;
- To not engage in any employment or provide any services to any person or entity other than the Company, except with the Company's prior approval;
- To not engage in any employment or provide any services to a supplier or competitor of the Company, except with the Company's prior consent;
- Immediately disclosing any potential, perceived or actual conflict of interest (whether direct or indirect) that may give rise to a conflict with the performance of the staff member's obligations to the Company, or the Company's business, confidential information or reputational interests. The Company may direct staff to take action to eliminate or reduce any such conflict, and staff must comply with such directions;
- To not engage in conduct, whether during or after work hours, that in the opinion of the Company causes damage or potential damage to the Company's property or reputation;
- To not use, or come to work while affected by use of prohibited drugs or alcohol;
- To not discriminate on the basis of personal characteristics including (but not limited to) sex, race, disability, pregnancy & maternity, age, marital status or sexual orientation; gender reassignment and religion and belief.
- To ensure and maintain punctuality;



- To respect the Company's property;
- To dress in an appropriate manner and to ensure that appearance is presentable, clean, neat and tidy (including but not limited to wearing any uniform that is required of you by the Company);
- To not use Company internet to access and/or download sexually explicit material or other offensive material related to Extremism, Terrorism or Radicalisation;
- To not use Company email or phones to send sexually explicit or suggestive material, or other offensive or harassing material;
- To ensure all staff and trainers understand their role and responsibility for safeguarding and prevent concerns and that they are taken seriously and reported to the Designated Safeguarding Lead and investigated in a timely manner.
- To maintain both during employment and after termination of employment with the Company, the confidentiality of any confidential information, records or other materials acquired during the course of employment;
- At all times, behave in a way that upholds the Company's core values and the integrity and good reputation of the Company;
- Reporting any conduct of other workplace participants which is in breach of any of the above, or potentially in breach of any of the above, without delay.

FURTHER READING

Staff should read and make themselves familiar with the following policy and procedures in conjunction with other relevant company policies, including:

- Equality Diversity and Inclusion Policy and Procedure
- Health and Safety Policy and Procedure
- Complaints Policy and Procedure
- Whistleblowing Policy and Procedure
- Safeguarding Policy and Procedure
- Prevent Policy and Procedure
- Data Protection Policy and Procedure

All company Policy and Procedures can be accessed from our Blue Lion Quality Management System on the Monday.com Board.



Get in touch!

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