



Code of Conduct Policy

Date Issued: 15th September 2022

Date reviewed: 21 July 2023

Next Review Date: 21 July 2024

Trustee signature:

A handwritten signature in blue ink that reads "Nina Lemon". The signature is written in a cursive style with a horizontal line underneath.

Trustee Full Name: NINA LEMON

Trustee Full Name: CAROLINE HOARE

Our employees contribute to the success of our organisation and that of our young people, learners, audiences, participants and clients. Peer Productions fully endorses that no employee is deprived of their basic human rights.

Furthermore, our employees have an obligation to the business and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and client trust.

Our Code of Conduct Policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, young people, learners, audiences, participants, clients and suppliers.

The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This Policy is based on the following principles:

- To act and maintain a high standard of integrity and professionalism
- To be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- To be considerate and respectful of the environment and others
- To exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, young people, learners, audiences, participants, clients and suppliers
- To avoid apparent conflict of interests, promptly disclosing to the Artistic Director/CEO any interest which may constitute an actual or potential conflict of interest
- To promote the interests of Peer Productions at all times
- To perform duties with skill, honesty, care and diligence
- To abide by policies, procedures and lawful directions that relate to your employment with Peer Productions and/or our external partners

- To avoid the perception that any business transaction may be influenced by offering or accepting gifts and under no circumstances to offer or accept gifts or money
- To act in their private lives so as not to bring the name or business of Peer Productions in to disrepute

Peer Productions expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standard.

Any employee in breach of this Policy may be subject to disciplinary action, including termination. Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from the Strategy & Partnerships Director.

This Policy will be regularly reviewed by Peer Productions and any necessary changes will be implemented by the Strategy & Partnerships Director.