

Introduction

The Company has a Respect Policy in place to ensure that all employees are treated fairly and with respect by others. As part of our company vision, one of our goals is to create a work environment whereby employees enjoy coming to work and build ever lasting relationships with their fellow colleagues and customers.

Scope

This policy applies to all of our employees.

Policy Elements

The following rules always apply;

- Employees are required to acknowledge customers with a friendly greeting.
- All employees must treat other staff with respect.
- Staff should be willing to offer help to other employees when required.
- No staff should be offhand or abrupt with other members of staff or customers.
- A new staff member should be warmly invited into the business and they should feel comfortable when asking questions.
- No bullying.
- Staff should treat others how they would want to be treated.
- All staff should share their training knowledge with others.
- Act as a team.

Disciplinary Consequences

When an employee disregards this policy, the appropriate disciplinary action will be taken. In the first instance you will be (depending on what element of the policy you have disregarded) given a verbal reminder of the policy. This will be kept on file and could be used as further evidence if employees continue to repeat this failure to comply. Should there be any recorded repeat of this conduct, this may be subject to formal disciplinary action.

