



# Sherry Music Academy

UK REGISTERED CHARITY 1213504

**Director: Sherry Shen, M.Ed, M.Perf**

Registered Business Address: 1 Drive Mansions London SW6 5JB

## **STAFF CODE OF CONDUCT**

A staff code of conduct promotes a positive work environment by setting clear expectations for a respectful, inclusive, and productive workplace. It also enhances organizational culture, reinforces the organization's values and contributes to a strong and positive vision.

This policy outlines the expected standards of behavior for Sherry Music Academy employees. It clarifies what is considered acceptable and unacceptable conduct, ensuring a consistent and respectful work environment.

- ☐ It encompasses various aspects of workplace behavior, including ethical conduct, professional demeanor, and adherence to legal and company policies.
- ☐ It helps to mitigate legal and reputational risks by promoting ethical and compliant behavior.
- ☐ It provides clarity and consistency, ensuring that all employees understand their responsibilities and know what is expected of them.
- ☐ It protects employees from harassment, discrimination, and other forms of misconduct, while also protecting the organization from legal issues.

### **Key elements of our Staff Code of Conduct:**

#### *Values and Principles:*

Staff should reflect the organization's core values and principles, such as integrity, honesty, and respect. We expect the highest standards of behavior in areas like communication, teamwork, conflict resolution, professional conduct, ethical dilemmas, potential conflicts of interest, and the importance of confidentiality.

#### *Compliance with Laws and Regulations:*

Sherry Music Academy is committed to complying with all relevant laws and regulations, and we expect the same from our team. The potential consequences for violating the code of conduct include termination of employment.

#### *Reporting Procedures:*

The procedures for reporting concerns or violations, including channels for confidential reporting, are the same as in all other areas of Risk, i.e. to the Director or the Safeguarding Lead.

### **Sherry Music Academy expects:**

1. Attendance and Punctuality
2. Respectful Communication, treating colleagues, clients, and stakeholders with respect and courtesy.
3. Professionalism, with appropriate dress, punctuality, and a trustworthy demeanor.
4. Confidentiality, protecting sensitive and proprietary information.
5. Avoidance of situations where personal interests conflict with the organization's interests.
6. Respect for the impact of social media activity on the organization and its reputation.
7. Caution in accepting gifts and hospitality to avoid conflicts of interest or perceptions of bribery.
8. Adherence to Health and Safety procedures, and prompt reporting of any hazards or concerns.

By implementing and enforcing this comprehensive Staff Code of Conduct, we can create a positive, productive, and ethical work environment where all feel valued and respected.

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