

Code of Conduct Acknowledgment

An employee's confirmation that they received the code of conduct and will follow it. Template v1.0.

Date: _____

Employer: _____

Employee: _____

Code of conduct (the Code): _____

Where to find the Code: _____

1. About the Code

The Code sets out how the Employer expects everyone who works for it to behave, so that people are treated fairly and the business is run honestly and within the law.

2. Please tick each statement

- ☐ I have received the Code, or I have been told where to find it.
- ☐ I have read the Code, or I will read it within 7 days of signing this form.
- ☐ I will follow the Code, and any updated version I am given, while I work for the Employer.
- ☐ I will report any concern about a breach of the Code through the channels the Code describes, and I can do so without fear of retaliation.
- ☐ I understand that a breach of the Code may lead to action, as the Employer's policies and the law allow.

3. Questions and reporting

If any part of the Code is unclear, the Employee can ask their manager or the contact named in the Code at any time. The Employer does not allow retaliation against anyone who raises a concern in good faith.

4. What this form does not change

This form records that the Employee has received the Code. It does not change the Employee's contract of employment or take away any right the law gives the Employee. The Employer may update the Code and will tell employees when it does.

Employee

Signature

Name

Date