



Argyll's Code of Conduct

At Argyll, we are committed to providing a safe and respectful work environment for the people we work with, from our customers and suppliers to our employees.

To ensure everyone's wellbeing, our code of conduct outlines acceptable behaviours in the workplace and the consequences of violating these standards.

The scope of these guidelines applies to all interactions between suppliers, customers, their visitors to our premises, and employees, both in-person and through digital channels (emails, social media, etc.).

We ask that everyone adheres to the following guidelines:

1. **Respectful interaction:** Treat all Argyll team members, visitors and other customers with respect. Any form of harassment, including sexual harassment or unwanted behaviour will not be tolerated.
2. **Abusive behaviour:** Use of abusive, offensive, intimidating, insulting, threatening, or discriminatory language or actions is strictly prohibited.
3. **Compliance with policies:** Follow all company policies and procedures as communicated by our team members.
4. **Reporting concerns:** If you witness or experience any form of harassment or inappropriate behaviour, please report it to our management immediately by emailing management@workargyll.com.

Our expectations of our customers and suppliers

Communication

- **Awareness:** Ensure this code of conduct is communicated to all employees and visitors of your business.
- **Refresher updates:** Ensure, on at least an annual basis, to remind all your employees of the expected behaviour and the importance of maintaining a safe and respectful environment for everyone.

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Training

- **Employee training:** Ensure that employees are trained to identify all forms of harassment, including sexual harassment, and what to do should they witness it. This includes de-escalation techniques and knowing how to report incidents.
- **Management training:** Train managers on how to support employees who report harassment and the steps to take in enforcing the code of conduct.
- At the minimum, training must meet the Equality and Human Rights Commission (EHRC) code of guidance.

Consequences for violations

Violations of this code may result in immediate action, including but not limited to:

- Verbal or written warnings
- Refusal of service
- Permanent ban from Argyll premises
- Reporting to the appropriate authorities

Thank you for helping us maintain a safe and welcoming environment for everyone.