Code of Conduct

Policy Information

Responsible Person	**Wayne Stewart**
Date	**03/09/2026**
Review Date	**03/09/2027**
Review frequency	**Annually**
Version No.	**1.3**

New Roots Workshop CIC is a practical and safe learning environment for all young people. An environment where young people can explore more practical aspects of learning, instilling them with the knowledge and skills to progress to a career or further education in the construction industry.

To help us achieve this we expect all young people, volunteers and staff to agree to this Code of Conduct and support us in making the New Roots Workshop CIC a safe environment for all.

Our responsibility

- We want to create a safe working environment for all those who work here.
- We want to be responsible, appropriate, approachable & trustworthy.
- We want to instil the benefits of working together.
- We all want to apply high standards of behaviour and language.
- We want to treat each other with kindness, fairness & without discrimination.
- We want to create a space where we are free to talk and discuss matters affecting us.
- We want to support and care for each other in a safe and enjoyable space.

Student Responsibility

Student/Young Person code of conduct for our workshop space and outside provision:

- Always conduct yourself in a safe manner.
- Always follow direction and respect equipment.
- Share equipment with others as needed.
- Always respect others.
- Keep the workshop space clean and tidy.

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- Be patient and wait your turn.
- Always model good behaviour.
- Manage your own expectations, no one gets anything right first time.
- We will work together to resolve frustrations/conflict.
- We will discuss ideas and opinions in a free and open way.
- No smoking or vaping on the premises.
- Mobile phones either handed in or switched off as they cause unsafe distraction.
- No violence whatsoever physical or verbal.

Anti-bullying

We operate a zero-tolerance on bullying and harassment and any instances of alleged behaviour which could cause offence to a fellow team member will be fully investigated under our disciplinary procedure.

Harassment as defined in the Equality Act 2010 (updated May 2026) is:

Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Bullying may be characterised as:

Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Examples of such behaviour may include:

• The use of inappropriate language

• Threatening behaviour to a group or individual

• Comments or correspondence which can be seen as breaking personal boundaries

• Persistent, unwanted personal contact in-or outside of work

• The use of personal information to intimidate or influence someone's actions

• Deliberate exclusion or victimisation of a group or individual

• Encouragement and/or spreading of malicious rumours (slander)

• Unfair treatment [the above list is not exhaustive] Any employee who believes they have experienced any of the above in the workplace, is encouraged to log their complaint under the company grievance procedure.

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