



SNIPEF TRAINING SERVICES LTD

**EMPLOYER'S CODE OF CONDUCT: SETTING
THE STANDARD**

EMPLOYER GUIDE

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As an employer participating in the Modern Apprenticeship in Plumbing and Heating, you play a vital role in shaping a professional and inclusive work environment for apprentices. This guide outlines the expected standards of behaviour for employers, ensuring a positive and supportive atmosphere for all employees.

Why a Code of Conduct Matters

Your leadership sets the tone for workplace culture. By adhering to a clear code of conduct, you:

- Foster mutual respect and fairness among all employees.
- Promote equality, diversity, and inclusion.
- Ensure apprentices and employees feel supported and valued.
- Maintain compliance with legal and industry standards.

Leadership and Professionalism

Employers are role models for apprentices. As a leader, you are expected to:

- **Lead by example:** Demonstrate integrity, professionalism, and ethical behaviour in all interactions.
- **Communicate effectively:** Provide clear instructions, constructive feedback, and regular communication with your team.
- **Support development:** Encourage apprentices to grow professionally and personally by offering training and mentorship opportunities.
- **Maintain boundaries:** Separate personal relationships from professional responsibilities to prevent conflicts of interest.

Fairness and Respect

Creating an inclusive and respectful workplace is critical to building trust and teamwork. Employers must:

- Treat all employees and apprentices fairly and equitably, regardless of age, gender, race, disability, sexual orientation, or other protected characteristics.
- Avoid favouritism or discrimination in decision making, promotions, or job assignments.
- Respect employee privacy and ensure confidentiality in sensitive matters.
- Act promptly and fairly to resolve disputes or grievances raised by apprentices or other staff members.

Promoting Equality and Inclusion

A diverse workforce is a strength. Employers are responsible for:

- **Creating an inclusive workplace:** Encourage a culture where differences are celebrated, and all employees feel they belong.
- **Preventing discrimination:** Ensure hiring, training, and progression decisions are based on merit and free from bias.
- **Providing equal opportunities:** Offer apprentices access to the same opportunities for learning, development, and career progression as other employees.

- **Challenging inappropriate behaviour:** Address bullying, harassment, or other discriminatory practices swiftly and decisively.

Health, Safety, and Wellbeing

Employers have a duty of care to ensure the safety and wellbeing of apprentices and staff. You must:

- Provide a safe and healthy working environment that complies with health and safety regulations.
- Ensure apprentices are aware of safety procedures, equipment use, and emergency protocols.
- Promote mental health awareness and provide access to wellbeing resources.
- Encourage open communication and make support available for employees experiencing stress or personal challenges.

Accountability and Compliance

Employers are expected to maintain high standards of accountability by:

- Complying with employment laws, apprenticeship guidelines, and workplace regulations.
- Maintaining accurate records, including working hours, wages, and health and safety compliance.
- Reporting any issues, including misconduct or safeguarding concerns, to the appropriate authority.
- Following SNIPEF Training Services policies, including safeguarding and equality policies.

Encouraging Feedback and Collaboration

Workplace success depends on communication and collaboration. Employers should:

- Foster an open-door policy where apprentices feel comfortable sharing concerns or feedback.
- Regularly review and adapt workplace policies to reflect the needs of the team.
- Encourage apprentices to contribute ideas for improving processes, efficiency, and team morale.

Key Takeaways

- Uphold high standards of behaviour, professionalism, and fairness.
- Commit to creating a safe, respectful, and inclusive workplace.
- Lead by example to inspire apprentices and employees.
- Actively address issues of inequality, discrimination, or misconduct.
- Support the growth and development of apprentices as future professionals.

By following this Code of Conduct, you contribute to a positive workplace culture that reflects the values of SNIPEF Training Services and ensures apprentices thrive in their career journeys.

