

EMPLOYEE CODE OF CONDUCT

PASSION PRODUCTIONS LTD
DENHAM HOUSE | HOXNE ROAD | DENHAM | SUFFOLK
Telephone No: 01379 668353 / 00 44 7528894451
createfilms@mac.com



Company Number: 9038539
<https://www.passionproductions.co.uk>

All contractors for Passion Productions are expected to:

- Behave with courtesy and respect to people involved on the projects, and any members of the public that they come into contact with.
- Be fully alert to all matters that affect the care, attention and wellbeing of themselves and others.
- To deliver the services they are contracted to deliver in a professional manner.
- To alert the project manager a.s.a.p if there are any problems in delivery.
- To advise the project manager if they feel unwell even when they consider themselves to be able to do the contracted job.
- To arrive on time and prepared.
- To wear appropriate, safe and decent clothing for the job.
- To be aware of Passion Productions health and safety, equal opportunities and child protection policies (where necessary).
- To report any health and safety concerns to the project manager.

POLICY ADOPTED 5th October 2020 by

A handwritten signature in black ink, appearing to read "Shirley Day".

Shirley Day. MD. Passion Productions Ltd.

POLICY REVIEWED 5th October 2021