

Conduct Code Revision

We are pleased to be launching the revised [Conduct Code](#) which is a 'National Collective Agreement' across Post Office Limited with Unite and CWU.

This policy aims to help employees to achieve and maintain Post Office Limited standards of conduct and behaviour, while making sure employees are treated in the right way. It is a 'National Collective Agreement' between Post Office Limited, Unite and CWU and replaces all other previous conduct agreements to ensure that Post Office's approach to conduct is fully aligned to the way we want managers, union representatives and employees to work together.

The Conduct Code Policy and toolkit have been developed jointly by Post Office, Unite and CWU and support an approach that emphasises informal resolution.

We want to let employees know in an informal and timely manner if their conduct or behaviour is causing concern, whilst recognising that there will be occasions when managers need to deal with an issue formally.

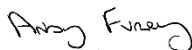
A key change in the process is the different approach to suspensions. In the past, employees were suspended too often, for too long and sometimes for issues that were not that serious. The updated policy asks managers to reflect on why suspension is being considered; looking at the risks and consequences for the business.

We have also shortened the period of time a warning will be live to align to ACAS best practice.

We hope you find this policy and procedure useful in helping you to maintain the required standards. We believe that the updated policy will benefit the business, our employees and union representatives.

Andy Furey

Assistant Secretary



Mike Eatwell

UNITE Officer



Lee Kelly

Employee Relations
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