



*SCAPE Employee Handbook

Key Policies & Code of Conduct

Welcome to *SCAPE

This Employee Handbook outlines the key policies, expectations, and standards of behaviour at *SCAPE. It serves as a guide to help employees understand our culture, values, and responsibilities as part of a youth-centric organisation.

Our Core Values

- 1 Youth-first mindset – putting young people at the heart of what we do
- 2 Creativity & innovation – encouraging new ideas and experimentation
- 3 Respect & inclusivity – creating a safe and welcoming environment for all
- 4 Collaboration – working together across teams and communities
- 5 Integrity – acting ethically and responsibly at all times

Code of Conduct

- 1 Conduct yourself professionally and respectfully towards colleagues, partners, youths, and the public.
- 2 Maintain a safe, harassment-free, and inclusive workplace.
- 3 Use organisational resources responsibly and for work-related purposes only.
- 4 Avoid conflicts of interest and disclose any potential conflicts to management.
- 5 Comply with all applicable laws, regulations, and organisational policies.

Key Workplace Policies

- 1 **Working Hours & Attendance:** Employees are expected to adhere to agreed working hours and inform supervisors of any absence.
- 2 **Dress Code:** Smart casual attire is encouraged, aligned with *SCAPE's professional yet youth-friendly environment.
- 3 **Health & Safety:** Employees must follow all safety procedures and report hazards promptly.
- 4 **Data Protection & Confidentiality:** Personal data and confidential information must be handled in accordance with PDPA requirements.
- 5 **Social Media & Public Representation:** Employees should represent *SCAPE responsibly and avoid posting content that may harm the organisation's reputation.

Disciplinary Matters

Failure to comply with the policies and code of conduct outlined in this handbook may result in disciplinary action. Disciplinary measures will be handled fairly and in accordance with organisational procedures.

Acknowledgement

Employees are expected to read, understand, and comply with this Employee Handbook. Further details and updates may be communicated by the organisation from time to time.