[INSERT GYM LOGO]

**CODE OF CONDUCT**

**OVERVIEW**

At [INSERT GYM NAME] (the “Company”) we require that all of our personal trainers, gym instructors, third-party providers and/or gym staff conduct themselves according to the highest standards of ethics, integrity, and behaviour when dealing with our members, colleagues and other stakeholders. This includes, but is not necessarily limited to, full compliance with all legal obligations imposed by statute or any other source of law.

This Code establishes the standards of behaviour that must be met by all personal trainers, gym instructors, third-party providers and/or gym staff. Where these standards are not met, appropriate disciplinary action will be taken. In cases where the breach involves serious misconduct, this may result in contract cancellation. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be notified.

**OPERATION**

The purpose of this policy is to make it clear what the Company expects from personal trainers, gym instructors, third-party providers and gym staff are required to be familiar with and comply with the terms of this policy at all times. Failure to do so may result in disciplinary action, including potential termination of contract.

In so far as this policy imposes any obligations on the Company, those obligations are not contractual and do not give rise to any contractual rights.

The Company may unilaterally introduce, vary, remove or replace this policy at any time.

**STANDARDS OF CONDUCT**

The standards expected of personal trainers, gym instructors, third-party providers and gym staff include:

* Compliance with all Company and gym policies, procedures, rules, regulations and contracts;
* Compliance with all laws;
* Compliance with all reasonable and lawful instructions given by or on behalf of the Company;
* Devotion of the personal trainer’s, gym instructor’s, third-party provider’s and gym staff’s entire time, attention and skill during the performance of their duties;
* To be honest and fair in dealings with customers, clients, colleagues, Company management and the general public, and to treat them with courtesy and respect;
* To be faithful and diligent, and actively pursue the Company’s best interests at all times;
* To work in a safe and compliant manner, and to observe all workplace health and safety rules and responsibilities;
* Refraining from any discriminatory, bullying or harassing behaviour toward customers, clients, colleagues, Company management and the general public;
* To not make any statements to the media about the Company’s business, unless expressly authorised to do so by the Company (requests for media statements should be referred to [INSERT]);
* To not make any statements about the Company on social media, or any other public platform, that may harm the Company’s reputation;
* To not accept any financial or other benefit from any entity other than the Company, unless acceptance of such benefit is in accordance with the Company’s other workplace policies or is otherwise disclosed to the Company and expressly permitted by the Company;
* To not engage in any employment or provide any services to a supplier or competitor of the Company, except with the Company’s prior written consent;
* Immediately disclosing any potential, perceived or actual conflict of interest (whether direct or indirect) that may give rise to a conflict with the performance of the personal trainer’s, gym instructor’s, third-party provider’s or gym staff’s obligations to the Company, or the Company’s business, confidential information or reputational interests. The Company may direct personal trainers, gym instructors, third- party providers and/or gym staff to take action to eliminate or reduce any such conflict, and personal trainers, gym instructors, third- party providers and/or gym staff must comply with such directions;
* To not engage in conduct, whether during or after service time, that in the opinion of the Company causes damage or potential damage to the Company’s property or reputation;
* To not use, or come to work while affected by use of prohibited drugs or alcohol;
* To not discriminate on the basis of personal characteristics including (but not limited to) sex, race, disability, pregnancy, age, marital status or sexual orientation;
* To ensure and maintain punctuality;
* To respect the Company’s property;
* To dress in an appropriate manner (DEFINE APPROPRIATE MANNER) and to ensure that appearance is presentable, clean, neat and tidy (including but not limited to wearing any uniform that is required of you by the Company);
* To not use Company internet to access and/or download sexually explicit material or other offensive material;
* To not use Company email to send sexually explicit or suggestive material, or other offensive or harassing material;
* To maintain whilst contrated and after contract termination with the Company, the confidentiality of any confidential information, records or other materials acquired during the course of contractual obligations;
* At all times, behave in a way that upholds the Company’s core values and the integrity and good reputation of the Company;
* Reporting any conduct of other workplace participants which is in breach of any of the above, or potentially in breach of any of the above, without delay.

**OTHER POLICIES**

Employees are encouraged to read this policy in conjunction with other relevant Company policies, including:

* Workplace Anti-Bullying &amp; Anti-Harassment Policy.

**DECLARATION:**

My signature attests to my knowledge, understanding and acceptance of the Code of Conduct.

I acknowledge a breach of this policy could lead to the termination of my contract.

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| Name | Signature | Date |
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