

translate plus Code of Conduct

At translate plus we promote a positive and supportive work atmosphere and environment. To be able to achieve and maintain this we require all employees to comply and cooperate with our set standards.

translate plus considers the following acts as unacceptable. Any deliberate violations against these acts are subject to disciplinary action which may include reprimand, warning, suspension or dismissal:

- Being late or taking unexcused absences from work
 - Should you be late for work you must call your manager immediately or as soon as possible (as soon as you leave the tube if you are stuck underground)
 - You should also call your manager as soon as you know that you may be late
 - Do not fall asleep during your lunch break and return to the office 2 hours later
- Being absent from work without a valid reason
 - Please refer to the translate plus sickness policy
- Intentionally giving any false or misleading information to obtain a leave of absence
- Ignoring work duties or wasting time during working hours
 - Do not surf the internet and update your Facebook status during working hours (this does not include your lunch break)
 - Please refer to the translate plus IT policy

- Refusing to follow or failing to carry out reasonable instructions of a manager/senior team member

- Using threatening or abusive language or behaviour towards anybody

→ Do not bad mouth a colleague, speak to your manager/HR manager should you feel unhappy about something

→ Report any abusive behaviour against yourself to your manager/HR manager

→ We do not tolerate any form of racism or gender discrimination (verbally, in e-mails or in gestures)!

(Please be aware that jokes you consider funny may be offensive to others)

→ Let us know what makes you happy!

- Not taking proper care of, neglecting or abusing company equipment, e.g. mobile phones, computers, beer fridge

→ Do not take company property (e.g. keys) on holiday with you, you may lose something

- Using company equipment in an unauthorised manner

→ You should not use company equipment for private purposes, e.g. company phones

- Wilfully damaging, destroying or stealing property belonging to fellow employees or the company

- Coming to work under the influence of alcohol or drugs

Please speak to your line manager or HR manager should you have any questions regarding this.