



INVESTING IN OUR FUTURE

BERKELEY ST EDWARD OUR PEOPLE

Code of Conduct



Berkeley
Designed for life

St Edward
Designed for life

OUR CODE OF CONDUCT

We expect everyone to:



Follow all company policies and procedures including Health and Safety



Work to the best of your ability and tell senior management about ideas for improvement



Co-operate with reasonable requests and instructions from your manager



Be kind, respectful, welcoming and inclusive



Behave professionally, keep professional boundaries and declare conflicts of interest



Wear correct PPE



Honour your commitments



Keep learning and be open to constructive feedback



Listen to and respect other people's points of view



Be accountable for your actions



Reduce, reuse, recycle



Respect colleague's work life balance and only request a response out of hours when there is a business need



Call out inappropriate behaviour without delay and report this to a senior member of staff



Cooperate fully in any workplace investigation

We want to create a safe space for everyone to both work and develop in.

A major part of this is how we interact with each other. We must demonstrate respect to one another in our words and in our actions.

Berkeley staff will be held to the same standards as our contractors, our consultants and anyone else who they interact with.



This Code of Conduct sets out our expectations for behaviours towards each other, whether a BSE contractor, supplier, consultant or customer, from a day to day, practical perspective to foster respect, support, wellbeing, safety and inclusivity.

It is not intended to be exhaustive, but serves to highlight standards of behaviour which we believe promote a positive working environment where equality, diversity and inclusion are key and where both our staff and our business can thrive.

This Code of Conduct applies to everyone working on our projects without exception.

The following will not be tolerated whether in the workplace or at a work-related social event:

- Aggressive, intimidating, or threatening language or behaviour
- Disruptive or disorderly behaviour
- All forms of harassment or bullying
- Offensive or inappropriate language or actions
- Sexual jokes, comments or suggestions
- Bias or discrimination of any sort e.g. racism, sexism, homophobia etc.
- Intoxication/drunken behaviour
- Use, distribution, sale or possession of illegal drugs or other controlled substances

In short, our words and actions must be civil and respectful.

It is your responsibility to familiarise yourself and to comply with the details of this code.

If you witness or experience inappropriate language or behaviour, please report it to the Project Lead.



Proud members of the Berkeley Group

Berkeley
Designed for life

St Edward
Designed for life

St George
Designed for life

St James
Designed for life

St Joseph
Designed for life

St William
Designed for life