

# Top Tips for Addressing Misconduct



**Introduce a robust Code of Conduct Policy to set your expectations regarding standards on site.**



**Your Code of Conduct should include guidance around areas of work such as: specific client site rules, PPE and uniform, smoking, use of mobile phones/radios, breaks, recording working hours, health and safety, reporting lateness and timekeeping, use of inappropriate language to name but a few.**



**Include the Code of Conduct as part of your site induction and toolbox talk.**



**Ensure your Disciplinary Policy is legally compliant and sets out the potential outcomes for a breach of your Code of Conduct.**



**Nip issues in the bud, don't wait for a situation to escalate before acting.**



**If you witness or become aware of bullying or harassment on site, then don't ignore it. If you're not sure how to address this, then take advice.**

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If staff are arriving late or not turning in and they've not let you know, it's fine to call them and find out what's happening.



If you believe a worker is unfit for work because they smell of alcohol, appear to be hungover or under the influence then send them home and take advice.



If apprentices are letting you down by not turning in, then speak to them and find out if there is an underlying problem. This may be their first job on site, they're still learning the ropes and may be unsure of how to deal with a problem on site.

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