

Our Workforce Charter

As a company that delivers a range of training, education, and other services within the education, social care and health care market place, we recognise the importance of a strongly motivated professional workforce and representatives who reflect the values and beliefs of the company. As part of our ongoing commitment to both the individual and collective professional growth of our workforce, we have set out a number of principles and expectations.

By use of the term 'workforce' we mean both paid staff and subcontracted suppliers to the company.

As a member of the Workforce YOU have the right to EXPECT:

- Clear, consistent and supportive leadership.
- To be treated fairly and with dignity and respect.
- A healthy and safe workplace.
- Support and encouragement to learn and develop.
- A workplace free of discrimination and harassment.
- Freedom to express your views and to be listened to.
- To take decisions within an agreed framework of 'permission' set by the company and commensurate with your role and experience.
- To receive recognition for your efforts and achievements.
- A competitive remuneration package.
- The resources that you need to do the job.
- To be involved and to be kept informed.

In return, POSITIVE OPTIONS will EXPECT you as a member of the Workforce to:

- Contribute your best efforts to meeting the needs of customers at all times.
- Observe all relevant policies, procedures and methods of operation set out by the company; for example, the timely submission of complete and accurate records.
- Work in a professional manner that represents the company positively, at all times.
- Refrain from any activities or behaviours that might have a harmful or damaging effect on the company's reputation.
- Show respect to your colleagues, our customers and other professional associates of the company.
- Declare any actual or potential conflicts of interest.
- Work with integrity and in an open and honest manner.
- Always maintain professional and business confidentiality in line with the expectations of the company; its policies, and relevant professional codes of practice.
- Act in a socially and ethically responsible way that is consistent with the values and working practices of the company.