



Times Change Women's Employment Service

Code of Conduct

2023

Times Change we are committed to maintaining a friendly and safe environment for all clients and staff. We ask that you respect our Code of Conduct and follow all policies.

We make every effort to apply these policies in a fair, dignified, and positive manner for the benefit of everyone. Anyone choosing to disrespect the policies and refusing to modify behaviour will be asked to leave. This could also result in suspension of access to our services at Times Change.

Please Note:

- Refrain from foul, abusive, or discriminatory language or actions. These include words or actions that are known to be offensive, embarrassing, humiliating, demeaning, or unwelcome. They will not be tolerated.
- Do not harass or threaten the well-being or dignity of others.
- Computers are for job-search purposes only (please no personal browsing or self-employment/business activities other than for research). Keep your voice down and refrain from any noise or activity that disturbs the concentration of others (cell phones should be turned to vibrate).
- Report disruptive behaviour to a Times Change employee.

Thank you for contributing to our friendly and safe environment.

For more information on our policies, including our external complaints process, please refer to our website www.timeschange.org