

### Code of conduct

- You must represent yourself and DegreeSix Recruitment with professionalism and integrity at all times.
- If you accept a shift you must attend the shift. If you aren't 100% sure that you can attend the shift when offered it, do not accept the shift.
- You must arrive 5-10 minutes before a shift is due to commence.
- You must download the timetemp app and complete the online timesheet, this will need to be submitted on the following Monday between 7:00am-12:00pm.
- Paper timesheets will only be completed with certain clients, this will be mentioned to you at point of shift booking. Paper timesheets will need to be signed at the end of your shift and submitted via our website [www.degreesix.co.uk](http://www.degreesix.co.uk).
- You take your photo ID & DBS certificate to every shift.
- You must dress in appropriate clothing for the shift.
- You fully adhere to any service policies and procedures as stated in the services hand book/induction folder.
- You take note of any special requests asked of you by the manager/shift leader throughout the shift for example dietary requirements.
- You do not perform ANYTHING you are not trained to do.
- You safeguard yourself, and the service users at all times.
- You must report all safeguarding concerns through the appropriate channel as stated in your introduction to the service.
- If on a waking night shift, you must remain awake throughout the whole shift.
- You are to provide information regarding your availability for work when requested.

Print Name:

Signature:

Date: