

Managing Conduct Employees RIBA | Croner

Croner explores the top tips for employers on how to manage the conduct of employees who are not bound to the RIBA code of conduct. Find out more in our article.

Who are we?

Managing employees and ensuring that staff adhere to an agreed conduct policy is one of the biggest challenges an employer faces. In this article, we explore how that challenge can be made more difficult when managing a staff member not bound to the RIBA's code of conduct.

The ultimate aim of the RIBA is to ensure that society can benefit from better architecture. This means better buildings, stronger communities, and a more sustainable environment.

To help achieve this goal, the RIBA works with Croner to offer a range of services including telephone advice lines, Croner-I, and legal expenses insurance to all RIBA members.

What is the RIBA code of conduct?

All RIBA members, as will be the case in a lot of professional associations and membership bodies, adhere to our code of conduct.

The pre-requisite for members is to show:

- Honesty
- Integrity
- Competence
- Concern for others
- Concern for the environment

These principles are the foundations of the RIBA's professional conduct policy. Updates to the RIBA's Code of Professional Conduct and Disciplinary Procedures came into effect in April 2021. This is important, because in instances of misconduct the RIBA can manage any complaints in line with their own Disciplinary Procedures/Rules.

In addition, the RIBA gauge the conduct of their members against their relevant Code of Professional Conduct.

However, in cases where your employees aren't bound by the code of conduct, it helps to have a robust employee conduct policy of your own.

What is the meaning of employee conduct?

Employee conduct is the way in which employees conduct themselves both whilst they are in the workplace and when they represent the company externally. In the digital age this representation extends to social media, hence why it is important to update your conduct policy to include this factor.

In a recent study it was shown that workplace conflict costs employers £30bn a year. In a startling revelation, research shows that half a million workers resign every year over disputes.

It makes sense, therefore, that if you are dealing with an employee who is not bound to the RIBA's code of conduct, or a third party, then that person must clearly understand your expectations for their conduct.

Communication is key. You must be prepared to articulate either verbally or via a Third Party Code of Conduct:

- Standards of performance and workplace conduct
- Grievance and disciplinary procedures
- Procedures to make sure every employee is treated fairly and equally

As an employer, you have a duty of care to every person on the payroll. That duty of care places an emphasis on the employer to manage employees who display negative behaviour or poor attitude. The main pitfalls here are:

- The bad behaviour is aggravating to colleagues and creates a toxic atmosphere; or
- The behaviour can be classed as bullying

When referring to the RIBA's code of conduct, you can use it to identify a breach of standards and deal swiftly with complaints. Keep this in mind when building your own policy.

What is a third-party code of conduct?

Put simply, a Third Party Code of Conduct is an adapted policy document which can be referred to either employees or suppliers who are not bound by your internal code of conduct.

A Third Party Code of Conduct does not necessarily have to be something that all parties sign. It is a fair request that you reach out to employees or suppliers and ask them to adhere to the standards laid out in your code of conduct. This is particularly important if they are conducting business on your behalf. Each company will have a unique code of conduct and therefore flexibility is key.

There will be segments of a company's code of conduct that cannot apply to third parties, such as budget spending for example, but third parties can be required to follow a set of guidelines laid out in your Third Party Code of Conduct policy.

Talk to an Expert at Croner

If you are dealing with employees who are not bound by your code of conduct, Croner has a range of options to assist. Whether you want to build a Third Party Code of Conduct from scratch, or adapt an existing one, Croner's experts can help.

To find out more about business documentation services, call Croner for immediate guidance on **0800 470 2759** and quote **99801**.