**2.5 Professional Conduct Agreement**

This agreement is to be signed by all employees, volunteers, student placements and management committee members.

I confirm that;

1. I will devote my business time and energies to my employment, remaining professional at all times and showing courtesy and respect to all children, staff members and visitors to the pre-school.
2. I will refrain, without the express authorisation of my immediate superior, from disclosing any information of a confidential nature concerning the pre-school’s past / current / future business interests to any individual not an employee of the pre-school or to any employee whose job does not directly warrant or necessitate the knowledge.
3. I will observe all matters of confidentiality in relation to personnel issues, data protection and security.

I have read and understood the above and agree to be bound by its conditions.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Managers signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed managers name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Last updated: October 2023**

**Name of signatory: Woolston Preschool manager and DSL**

**Role of committee:** Chair Name **Gemma Woodward**

Date Date

Signature Signature