LEON GUARDING

CODE OF CONDUCT POLICY

CODE OF CONDUCT POLICY POL09 – JAN 2026, Issue 5

LEON GUARDING & FM LTD
The Apiary Suite, The Vintry, 53-63
Redbridge Lane East, Ilford, IG4 5EY
0203 983 1119 | www.leonguarding.co.uk

SIA APPROVED CONTRACTOR

CODE OF CONDUCT POLICY

- Complete the required tasks promptly and diligently, unless there is due and sufficient cause not to.
- Remain at their place of work unless permission to leave is given by an authorised officer of the security provider or there is sufficient cause.
- Ensure that all oral or written statements made by them, of whatever description, are true and accurate.
- Maintain carefully all documents and ensure that any alterations, disposal, or erasure of documents is carried out only with proper authorisation.
- Maintain confidentially on any matter relating to the employer or his clients either past or present.
- Maintain a very high level of personal integrity, and be scrupulous when representing the employer's business.
- Extend courtesy to persons encountered in the course of work, ensuring that any exercise of authority is only that required in connection with the employer's business.
- Ensure that any actions taken by them are such as not to bring discredit on the employer, the client or fellow employees.
- Wear the employer's uniform, and use his equipment and identification only with the employer's authority.
- Ensure that they are not under the influence of, or consume, alcohol or restricted drugs whilst at work.
- Immediately notify any conviction for a relevant criminal or motoring offence to the employer.
- Ensure that they use employer's equipment or facilities and client's equipment or facilities only with authorisation.
- Continuously satisfy the requirements of SIA licensing.
- Wear a correct identity badge as prescribed by the SIA, at all times whilst on duty.

Signed: M Shahzad *Date: 31-Jan-2026*