

The Code Of CONDUCT

2023

DOCUMENTED BY KODY & DALE

Work is work

When we are at work, we are working, and strive at all times to exceed our employers expectations. This demonstrates your commitment to building a great career.

Learning is earning

If you have finished all your tasks and are waiting for instructions, you should complete courses offered to you by your manager to make yourself more valuable.

100 percent respect

While we seek to foster a playful environment we do not tolerate rudeness, disrespect or bullying of any kind. Rather please be kind and respectful to others at all times.

Limited mobile use

When at your desk, you should not use your mobile for personal use. The only exception is short, urgent messages from family. For everything else, use your lunch breaks.

Dress for success

We have many clients and guests that visit WrkPod facilities. So we ask you to take pride in your appearance by dressing well or wear your provided uniform.

No streaming

To ensure professionalism, we don't allow streaming services, personal social media or online gaming at your desk. These are reserved for breaks only.

Internet is for work

Download of large files (such as movies and TV shows) to personal devices is not permitted at WrkPod. This ensures our Internet remains strong for everyone.

Limit noise

Remember WrkPod is a shared workspace. As such please keep noise to a minimum (especially in open plan areas) and use headphones where possible.

Time tracking

All WrkPoders are supplied with a Time Doctor account that you are required to use, if requested by your employer. This helps to show your value and work ethic.

No work from home

Do not ask your employer if you can work from home. The only exception is medical and family emergencies. In such an event, you must have their written permission.

No jumping teams

Our clients invest significant time into training their staff. So you are not allowed to encourage another WrkPoder to leave their employer to join your team.

Respect equipment

If you are using equipment owned by your employer, please treat it like your own. And don't take it home with you without permission from your employer.

Keep data private

Privacy, data security and client confidentiality is paramount, and you are bound by your signed agreement. Any breaches will be met with legal action.

We're here to help

If you have an issue with your Manager, talk to them. If the issue is not resolved, request to speak to WrkPoder Support and we'll do our best to help.