#### Personal Assistant Code of conduct

It is necessary to have some basic rules to ensure a positive respectful working relationship and the following sets out the minimum standards which I expect from my Personal Assistants:

1. Respect my (adjust as required) home. You will be expected to leave things as you found them or return anything which you have moved to its regular place.
2. Treat with care any item of equipment. If you are uncertain how to use it, please ask. It is my responsibility to give you clear instructions but it is also important that you follow these. Should you accidentally break any of my property, please tell me immediately.
3. Not knowingly or deliberately put at risk the safety and health of either you, a third party or myself (adjust as required). You **must** inform me of any health or other matter that could put either of us risk while you were working with me.
4. Arrive in a fit state to work the session. This means, for example, you must not be under the influence of alcohol or any illegal substances.
5. If you have a mobile phone you are not permitted to use it for personal use whilst you are working. If there is a particular reason why you need to be contactable, please discuss this with me so we can come to an agreement that suits us both.
6. You are not permitted to take photographs or make recordings whether video or audio in my home or when on duty without my express permission
7. You are not permitted to post any messages regarding me or the work you are employed to do on any social media sites
8. Do not smoke whilst on duty unless with my expressed permission.

**Any breach of this code will be treated very seriously and may lead to disciplinary action up to, and including, termination of this contract.**

Employee

Signature: ……………………………………………………………………………..

Date: ……………………….