

Code of Conduct Policy

Introduction

The most essential resource of any charity is its people. Staff and volunteers play a particularly important part in executing the work of the charity. The provision of support, supervision and appraisal allows staff and volunteers to realise their potential in the workplace. Charity trustees are responsible for providing leadership to staff and volunteers. This includes supporting and valuing the contribution staff and volunteers make to the aims and objectives of the charity as well as promoting standards of behaviour as outlined in this document.

Charity trustees should support staff and volunteers in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the charity should conduct themselves in order to reflect the values of the charity.

This document does not contain an exhaustive description of matters (legal requirements or otherwise) which need to be addressed in the context of the relationship between a charity and its employees. Many of the expectations of staff and volunteers set out in the sample code of conduct below will be addressed in more detail in subject matter specific policies of our charity and/or in an staff and volunteers contract of employment (for example, in policies regarding confidentiality, data protection, whistleblowing, health and safety, diversity and inclusion, IT, electronic communications, social media, grievance procedures, disciplinary procedures, and conflicts of interest).

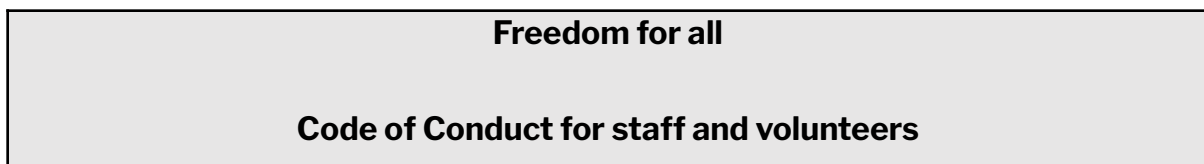
What is a Code of Conduct for Employees?

A code of conduct for staff and volunteers defines the standards of behaviour expected of employees in order to ensure that:

- the charity is effective, open and accountable;
- staff and volunteers have productive and supportive relationships with other staff, volunteers, and other persons who interact with the charity.

The Code of Conduct should apply to all staff and volunteers of the charity and should be shared with new staff and volunteers as soon as they agree to take up employment in the organisation. The board of charity trustees should review the Code of Conduct for staff and volunteers at 3-year intervals or as appropriate.

Code of Conduct for staff and volunteers



The purpose of the Code of Conduct for staff and volunteers is to set out standards of behaviour expected from employees of Freedom for all. All staff and volunteers should read and comply with this Code of Conduct.

All staff and volunteers should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in their contract of employment and job description to a satisfactory standard;
- Performing their duties to the best of their ability in a safe, efficient and competent way;
- Following the charity's policies and procedures as well as any instructions and directions reasonably given to them;

- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Acting in a way that is in line with the purpose and values of the charity and that enhances the work of the charity;
- Communicating respectfully and honestly at all times with colleagues and all persons who interact with Freedom for all;
- Observing safety procedures, including obligations concerning the safety, health and welfare of other people, in line with training provided to them;
- Reporting any health and safety concerns even if it is not within their area of responsibility;
- Raising concerns about possible wrongdoing in the workplace with Sadie Watts (charity director)/ in line with Freedom for all's whistleblowing policy;
- Directing any questions regarding Freedom for all's policies, procedures, support or supervision to their line manager/supervisor;
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with Freedom for all's grievance procedures;
- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material or devices containing confidential information and, at the end of their employment with Freedom for all, returning any such documents, material or devices in their possession;
- Seeking authorisation before communicating externally on behalf of Freedom for all;
- Complying with Freedom for all's Information Technology Policy;
- Declaring any interests that may conflict with their work or the work of the charity (e.g. other business interests or employment). If any doubt arises as to what constitutes a conflict of interest, employees may seek guidance from Sadie Watts (charity director);
- Undertaking relevant training to maintain and improve knowledge, skills and work practices;

- Maintaining an appropriate standard of dress and personal hygiene;
- Disclosing the fact that they have been charged with, or convicted of, a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to Sadie Watts (charity director). This may have implications for their employment.¹ For the avoidance of doubt, employees are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to Freedom for all.

Employees are expected NOT to:

- Bring the charity into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Engage in any activity which may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community);
- Be affected by alcohol, drugs, or medication which will affect their ability to carry out their duties and responsibilities during working hours;
- Provide a false or misleading statement, declaration, document, record or claim in respect of Freedom for all, its volunteers, employees or charity trustees;
- Engage in any activity that may damage property;
- Take unauthorised possession of property that does not belong to them;
- Engage in illegal activity in the workplace;

¹ In seeking information from employees about criminal convictions (or the fact that they have been charged with an offence or given the benefit of the Probation of Offenders Act 1907 (as amended)) charities should comply with data protection law and be aware of the limitations on the circumstances in which it is possible to process such information (e.g. see section 55 of the Data Protection Act 2018). It is also important that charities have due regard to the provisions of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended). If a charity has any doubt about its rights and responsibilities in this regard, it should obtain legal advice.

- Improperly disclose, during or after their employment with Freedom for all, confidential information gained in the course of their work;
- Seek or accept gifts, rewards, benefits or hospitality from a third party in the course of their work, which might reasonably be seen to compromise their integrity or personal judgement. (NOTE: Any gift other than a modest token of nominal value should be courteously but firmly declined, and should be reported to Sadie Watts (charity director). Gifts or hospitality that are generally considered as common business or social courtesies are acceptable only as long as they are reasonable in type, frequency and value. If any doubt arises as to what constitutes a modest token, employees may seek guidance from Sadie Watts (charity director).)

Where an employee is found to be in breach of the standards outlined in this Code of Conduct, this may result in disciplinary action up to and including dismissal in accordance with Freedom for all's disciplinary procedures.

The board of charity trustees will review the Code of Conduct for employees at 3-year intervals or as appropriate. Sadie Watts (charity director) is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.