



## Code of Conduct for Staff and Volunteers Sutton United Youth & Community Foundation

### **Purpose:**

All staff, whether employees or volunteers, have a responsibility towards other members of staff. The purpose of this Code of Conduct is to provide staff with guidance on the standards of behaviour expected of them in performing their duties of and in their dealings with fellow employees, volunteers, apprentices, trainees and members of the community. The code provides a general framework of principles to be adopted by staff with respect to their conduct while working for the Foundation. The code is not intended to address specific situations that may arise with respect to what is acceptable and unacceptable behaviour. The standards of conduct required to be met under the code exist alongside the standards of behaviour and performance required of employees under their contract of employment, the Foundation's policies and any other ethical or professional code of conduct that may bind an employee. The Foundation may alter the code at any time and staff must observe the code as amended from time to time.

### **General Responsibilities:**

- Be familiar with all regulations, policies and procedures.
- Staff must only be absent from work when authorised or when ill.
- At the workplace, staff are expected to act in a friendly and collaborative way with everyone.
- Not to act in a way which is discriminatory towards individuals or groups for reasons of age, disability, sexual orientation, class, ethnicity, race, colour, faith, marital status or gender. Staff will be made aware of the Equality, Diversity and Inclusion policy.
- Dress in a way which is appropriate to their position and duties.
- Not attend work or carry out duties whilst under the influence of alcohol, illegal drugs or other substances which prevent them from doing so competently.
- Staff should complete their job responsibilities with integrity. They need to respect co-workers, participants and other stakeholders in their daily activities. Managers must not abuse their authority. They must delegate duties to their team members by considering their workload and competencies. Team members must follow team leader instructions and complete their tasks with due care and on time.
- Act honestly, avoiding situations which may give rise to a conflict of interest or perception of such a conflict.
- Take reasonable steps to ensure the health, safety and welfare of themselves, other members of staff and visitors.

### **Conflict of Interest:**

Staff must avoid conflict of interest situations. Without limiting the types of situations where conflict arises, staff should:

1. Not engage in personal relationships of any kind with apprentices, trainees or participants.



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2. Avoid personal relationships with other staff which may give rise to a conflict of interest. For example, when a staff member is required to supervise another staff member with whom they have a personal relationship.
3. Not accept any direct or indirect pecuniary or other benefit from a third party in connection with the performance of duties without prior written permission from the Foundation.

Where the potential for conflict cannot be avoided, staff should take steps to appropriately disclose that interest.

### **Safeguarding:**

Everybody is responsible for being aware of safeguarding issues and knowing how to respond appropriately should an allegation or disclosure be made. Managers must manage risks and ensure that safeguarding policies and procedures are in place, reviewed once a year, available to the public and are known to staff.

### **Addressing a possible breach to the code:**

To promote and maintain the standards of conduct expected of the Foundation, it is important that any staff member who has a concern about the conduct of another staff member can raise their concern freely and without fear of intimidation or repercussion. To encourage staff to come forward with any concern, the Foundation will:

- Consider all complaints seriously
- Investigate, where appropriate, formal complaints immediately
- Take all reasonable steps to ensure any staff member who makes a complaint in good faith is protected against any disadvantage, victimisation or discrimination because he or she reported a breach of the code.
- If, upon investigation, those responsible for conducting the investigation form the opinion that the complaint is untrue, frivolous or made maliciously or with intent to harm the staff member against whom the complaint was made or for some other reason was not made in good faith, the complaint itself may give rise to a breach of the code by the staff member who made it. The Foundation may initiate disciplinary action against any staff member responsible for making an untrue, frivolous, malicious or harmful complaint

### **Disciplinary Actions:**

The Foundation expects co-operation from all staff in conducting themselves in a professional, ethical and socially acceptable manner. Any staff member in breach of this policy may be subject to disciplinary action, including termination. Should a staff member have doubts about any aspect of this Code of Conduct, they must seek clarification from the Head of Foundation. The code will be regularly reviewed by the Foundation and any necessary changes will be implemented by the Head of Foundation.



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