



STaSS Staff - Code of Conduct MAY 2015

Introduction

The purpose of this code is to provide a clear framework within which employees of STaSS are expected to conduct themselves with honesty, integrity and respect for fellow employees, service users, students and volunteers.

STaSS is a small charity and its actions have an impact on its service users and the community of Milton Keynes. Employees are expected to have regard for the impact of their personal behaviour on STaSS, its staff, service users, students, volunteers, the environment and the wider community.

STaSS is in the main publicly funded but also receives charitable grants and donations. It is essential that all these interested parties have confidence in STaSS and that it maintains the highest standards of conduct in financial matters.

This code covers some of the most important issues that are likely to arise and gives a framework of guidelines but it is not intended to be exhaustive.

1.0 Equality of Opportunity

STaSS is committed to providing a supportive environment where respect is shown to all. See Equality and Diversity Policy.

2.0 Harassment and Bullying

STaSS values the diversity of staff, students, volunteers and service users and is committed to enabling everyone to participate in its work without fear of harassment, bullying or intimidation. All activities should be carried out with the highest regard for the health and safety of all staff, service users, students, volunteers, visitors and the general public. We will use the risk assessment process to remove the causes of accidents/incidents and ill-health. See the STaSS Health and Safety Policy for more information.

3.0 Relationships with Other Members of Staff

STaSS has no interest in the private lives of its staff unless they affect its proper operation or reputation.

4.0 Performance

STaSS expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities.

5.0 Misuse of Drugs or Alcohol

It is likely to be a disciplinary offence to be on STaSS premises and/or carrying out STaSS duties when under the influence of alcoholic drink or non-medically prescribed drugs.

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6.0 Gambling

Gambling activities should not be carried out on STaSS premises however, discretion may be used in relation to small occasional raffles, national lottery syndicates, occasional sweepstakes etc.

7.0 Conduct Outside Work

STaSS does not seek to influence how employees conduct themselves in their personal lives. However, unlawful or other conduct by employees, which may jeopardise STaSS' reputation or position or damage its relationship with its service users will be dealt with under the disciplinary procedure.

8.0 Dress Code

Employees must ensure that their dressing is appropriate for the situation in which they are working and that they present a professional image. They may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

9.0 Financial Regulations

These regulations create a framework of financial controls within which STaSS staff must operate. These regulations are designed to protect STaSS and individual members of staff. Failure to comply with these regulations may lead to the loss of assets, significant delays in payments to employees and suppliers, and additional work for colleagues. Breaches of the regulations will normally be a serious disciplinary offence.

10.0 Conflicts of Interest

The highest standards of behaviour are expected, especially where individuals are in a position to make decisions, which may have a significant impact on others. In all such cases it is important that decisions are taken in a fair and balanced way that could stand up to external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased. If there is any uncertainty or lack of clarity, the matter should be discussed with the Chairman.

11.0 Access to Confidential Information

There may be times when members of staff become aware of confidential information about other members of staff. They should keep such matters confidential. All information relating to service users is confidential. Please see the STaSS Confidentiality Policy.

12.0 Use of Equipment for Non-Work Purposes

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STaSS will not unreasonably prevent employees from using its equipment provided that authorisation has been obtained from the Director and that the use does not interfere or conflict with the work of STaSS, and that any costs will be met by the individual.

13.0 Private Telephone Calls

Employees may use the STaSS phone for essential or urgent matters only.

14.0 Use of IT and the Internet

Users of IT facilities must behave appropriately and take good care of all IT equipment. They must ensure all Internet websites they visit are work related and safe and safe to do so. Those who do not may be subject to disciplinary action in accordance with relevant procedures.

15.0 Data Protection

STaSS holds and processes information about staff, students, service users and volunteers. When handling such information, all staff must comply with the Data Protection Principles, which are set out in the Data Protection Act 1998. Any doubts about data protection issues should be referred to the Director or Service Manager.

16.0 Raising Matters of Concern

Individuals have a right and a duty to raise any matters of concern, which they might have. This should normally be through the Director but in circumstances where this is not appropriate, they may approach the Chairman in confidence. No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so.

17.0 Breaches of this Code

This Code of Conduct has been drawn up to provide a source of guidance to STaSS' employees. It is not a contractual document and can be amended at any time by STaSS. All staff must comply with the provisions of this Code and STaSS' policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.

This policy was explained to me and I have also read and understood its content. I promise to abide by it now and after my engagement with STaSS.

Signed _____

Print Name _____

Date _____

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Policy Review

The Director and Board of Trustees are responsible for reviewing this policy annually and ensuring that it is compliant with current legislation and good practice.

REVIEWED MAY 2015, NEXT SCHEDULED REVIEW MAY 2016

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