



Code of Conduct for Employees 2022

Review date: January 2025

Unlocking Potential Foundation CIC

Code of Conduct for Employees 2022

The purpose of the Code of Conduct for employees is to set out standards of behaviour expected from employees of the **Unlocking Potential Foundation CIC**. All employees should read and comply with this Code of Conduct.

All employees 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 **Unlocking Potential Foundation CIC**.
- 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 **Matthew Rickard, Director** in line with **Unlocking Potential Foundation CIC** whistleblowing policy;
- Directing any questions regarding **Unlocking Potential Foundation CIC** '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 **Unlocking Potential Foundation CIC** 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 Unlocking Potential Foundation CIC**, returning any such documents, material or devices in their possession;
- Seeking authorisation before communicating externally on behalf of **Unlocking Potential Foundation CIC**;
- Complying with **Unlocking Potential Foundation CIC** 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 **Matthew Rickard, Director** in line with **Unlocking Potential Foundation CIC**.
- 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 **Luke Freer, Director** in line with **Unlocking Potential Foundation CIC**. 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 Employees are expected NOT to: **Unlocking Potential Foundation CIC**.
- 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 **Unlocking Potential Foundation CIC.** 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;
- Improperly disclose, during or after their employment with **Unlocking Potential Foundation CIC.**, 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 **Matthew Rickard, Director at Unlocking Potential Foundation CIC.** 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 **Matthew Rickard, Director at Unlocking Potential Foundation CIC.**

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 **Unlocking Potential Foundation CIC.**'s disciplinary procedure.

The board of charity trustees will review the Code of Conduct for employees at 3-year intervals or as appropriate. The Matthew Rickard, Director at **Unlocking Potential Foundation CIC.** is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.

UP Foundation CIC Directors

Legal Disclaimer:

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