

Scope: Staff	Effective Date: 01/10/2022	Responsible: Trustees
Last updated by/date: Trustees/Oct 22	Next Review Date: 01/10/2024	

## Code of Conduct



### Statement for Staff

#### 1. Statement

- 1.1 The purpose of this Code is to set out the standards of behaviour that Tang Hall Community Centre expects of its staff. It provides a framework within which staff are expected to conduct themselves in the performance of their duties. It is not intended to be exhaustive and may need to be revised from time to time to reflect policy developments.
- 1.2 Breach of the Code or the policies and regulations referenced in it may result in disciplinary action being taken. The procedures to be followed in cases of alleged misconduct of staff are set out in Tang Hall Community Centre's Disciplinary Procedure.

#### 2. Principles

- 2.1 Staff are expected to act professionally and honestly, with integrity and respect for others and due regard to the impact of their conduct and behaviour on the Community Centre, colleagues, customers, external partners and the environment.
- 2.2 All staff must conduct themselves in a manner that always promotes a positive image of the Community Centre.

#### 3. General Conduct

##### 3.1 All staff:

- a) are expected to comply with reasonable management instructions
- b) are required to comply with any statutory or contractual obligations with regard to their employment, including the Bribery Act 2010 and Counter-Terrorism and Security Act 2015 (Prevent Duty).
- c) must not wilfully neglect their work and act with honesty and integrity
- d) are expected to act honestly in recording their working time and time off
- e) are required to adhere to the employment policies of the Community Centre relating to:
  - Recruitment and selection of staff
  - Equality, diversity and human rights
  - Dignity at work
  - Health and Safety at Work
  - Alcohol and drugs at work
  - Acceptable use for ICT systems
  - Social media use
  - Safeguarding children and vulnerable adults

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#### 4. Conduct outside work

- 4.1 Tang Hall Community Centre does not seek to dictate how staff conduct themselves in their personal lives. However, unlawful/criminal conduct by staff which impacts on an individual's employment at the Community Centre or jeopardises the Community Centre's reputation will be investigated and dealt with under the disciplinary procedure.
- 4.2 Equally, alleged actions in breach of this Code whilst attending workplace social events, using social networking sites or socialising whilst on Community Centre's property will be investigated and dealt with under the disciplinary procedure.

#### 5. Conflict of interest and private work

- 5.1 The highest standards of behaviour are expected at the Community Centre, especially where staff are in positions to make decisions which may have 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 declared so that staff are not involved in Community Centre decisions where their actions could be seen as biased.
- 5.2 Private work must not, in the view of the Community Centre Trustee's, conflict with the interests of the Community Centre or impact upon the image of the Community Centre.
- 5.3 Private work which might involve dealings with the Community Centre, its contractors or suppliers must be disclosed and can only be carried out with the permission of the Chair of Trustees.
- 5.4 Staff should not misuse their position or information acquired in their Community Centre duties to further their private interests or those of others. They should not receive gifts or benefits of any kind from any third party that might reasonably be seen to compromise their personal judgment and integrity.

#### 6. Access to confidential information

- 6.1 The Community Centre attempts to conduct its business in an open fashion, there will be times when staff, through their position at the Community Centre, will be in receipt of confidential information, either about an individual(s) or in connection with the Community Centre's commercial activities. Staff must keep such matters confidential and respect the proper channels of communication for such information.

#### 7. Use of facilities and equipment for non-work purposes

- 7.1 The Community Centre will not unreasonably prevent staff from using the Centre's facilities if authorisation has been obtained from the Centre Manager or Chair of Trustees, and the use does not interfere or conflict with the work of the Community Centre and that any costs will be met by the staff member.

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## 8. Gross Misconduct

8.1 Gross misconduct is misconduct so serious that it is regarded as a fundamental breach of the employment contract which entitles the Community Centre to dismiss a member of staff without notice.

It is conduct that destroys the trust and confidence that the Community Centre has in the staff member concerned.

Such acts include, but are not limited to:

- a) Theft from the Community Centre, colleagues or customers
- b) Fraud and/or the deliberate falsification of work documents
- c) Physical violence and/or serious verbal assault/abuse/intimidation
- d) Deliberate damage to property
- e) Bullying or harassment
- f) Breach of the Community Centre's equality, diversity and human rights policies
- g) Bringing the Community Centre into serious disrepute
- h) Incapacity whilst at work brought on by alcohol or illegal drugs
- i) Negligence or insubordination which causes or could cause unacceptable loss, damage or injury to people or property.
- j) Infringement of health and safety rules
- k) Breach of confidentiality
- l) Accessing and/or distributing pornographic emails or websites

## 9. Raising matters of concern

9.1 Individuals have a right and a duty to raise any matters of concern which they may have about the conduct of others. This should normally be through the Centre Manager but in circumstances where this is not appropriate, they may approach the Chair of Trustees in confidence. No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so (see the Whistle Blowing Policy).