



IntaGR8 CIC Code of Conduct

Prepared by: R Raper 1st Sept 2015

IntaGR8 CIC Guidelines - Code of Conduct

Introduction

This code is intended as a guide for those Staff and Volunteers working for IntaGR8 CIC in order to identify the standards of conduct that are expected within an organisation working within the community. While IntaGR8 CIC is not legally obliged to abide by such a code, it is an important benchmark that formalises the expected standards of behaviour and professionalism that characterise its work. It is not, therefore, an authoritative statement of law, rather a benchmark against which IntaGR8 CIC will judge its own individual performance.

The standards of this code will be expected to be followed by those representing IntaGR8 CIC unless specific circumstances dictate otherwise. It will form an integral part of any contract of employment or Volunteering agreement and subject to review by the Service Manager and Board of Directors.

Duties

Those representing IntaGR8 CIC owe a duty of care to IntaGR8 CIC Employees, Volunteers, its contractors and its service users. They must show the highest loyalty and act in good faith in the interests of IntaGR8 CIC, its Volunteers, contractors and its service users. They should also act honestly, diligently and independently.

Decisions taken by all those representing IntaGR8 CIC, at whatever level, must be for the benefit of IntaGR8 CIC and not for any improper purpose or for personal motive. Benefit of IntaGR8 CIC should be taken to mean the interests of the local community, IntaGR8 CIC service users, any other users of IntaGR8 CIC and the responsibility for ensuring the correct and appropriate use of funds.

Skill, care and diligence

Those representing IntaGR8 CIC should, in all work for IntaGR8 CIC, exercise such skill as they possess and such care and diligence as would be expected from a reasonable person in the circumstances.

Conflicts of interest

It is important that those representing IntaGR8 CIC seek to avoid putting themselves in a position where there is a conflict of interest between their personal interests and their duty of skill, care and diligence to IntaGR8 CIC. They should not allow any conflict of interests to arise which may affect the exercise of independent judgement and action. It should be noted that the interpretation of conflict

of interests where public monies are concerned also extends to where a conflict may only be perceived. This may not necessarily imply a financial interest, only that, were the interest to be publicly known, it may be perceived to interfere with the exercise of independent judgement. In case of doubt, it is the responsibility of each person representing IntaGR8 CIC to discuss the matter with their Line Manager or a Director.

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Harassment

Racial or sexual harassment of an Employee, Volunteer or Member of the public will not be tolerated. Incidents of sexual or racial harassment will be treated as serious disciplinary offences and defined as misconduct within the Disciplinary Procedures.

Racial harassment includes racial abuse, racist jokes or graffiti, racially explicit derogatory statements which are found objectionable and offensive and make the Employee, Volunteer or service user, towards whom they are addressed, feel threatened or humiliated.

Sexual harassment includes behaviour of a sexual nature that is unwelcome to the receiver, including repeated, unwanted verbal or physical approaches and sexually explicit and derogatory statements that are found objectionable and offensive and make the Employee, Volunteer, or service user towards whom they are addressed, feel threatened or humiliated.

This Policy will be reviewed September 2016 R Raper Designated Safeguarding officer