



Maindee

Maindee Unlimited - UK Charity No: 1160272

Code of Conduct Policy

Policy Outline

This policy applies to all employees, trustees, volunteers and users of the facilities provided by the charity.

Our Code of Conduct policy outlines our expectations regarding behaviour towards colleagues and anyone engaging with the charity.

We promote freedom of expression and open communication. But we expect all to follow our code of conduct. People should avoid offending others, participating in serious disputes and disrupting our workplace. We also expect everyone to contribute to a well-organised, respectful and collaborative environment.

Compliance with law

We must all protect our charities legality. We should comply with all environmental, safety and equality legislation. We expect volunteers and staff to be ethical and responsible when dealing with our finances, partnerships and public image.

Respect in the workplace

We should respect our colleagues, customers, partner agencies and the community. We will not allow any kind of discriminatory behaviour, harassment or victimisation. We must all conform to our equalities policy in all aspects of our work /volunteering.

Protection of Charities Property

We should all treat the charities property, whether material or intangible, with respect and care. It should not be misused and wherever possible protect it from damage.

Personal Appearance

Our personal appearance and dress should be appropriate for the role we fill.

Conflict of interest

We expect those involved with the charity to avoid any personal, financial or other interests that conflict with their role within the charity. Where there is, or appears to be a conflict of interest you must declare it and complete the conflict of interest form and forward it to the Secretary of Maindee Unlimited.

Policies

All staff, volunteers and trustees should read and comply with the Charity's policies .

Maindee Unlimited may take action against anyone whose behaviour falls below those set out in this policy. Normally this would be by giving advice. In repeated or serious breaches the charity may ask volunteers to stand down. Facility users may be banned from using the charities facilities. Employees may face disciplinary action in line with employment legislation.

Approved by

A handwritten signature in black ink, appearing to read 'D. Moses', is written on a light-colored background.

David Moses,

Chairperson, on behalf of Maindee Unlimited Trustees

May 2023

Next review May 2025