

Bedford House Community Association

Code of Conduct

The Code of Conduct aims to ensure that all staff, members, and site visitors observe a good standard of behaviour and constructive communication, and act in a respectful way at all times so that Bedford House Community Association (BHCA) continues to be a friendly and supportive environment to work and learn in, and to visit.

Equality and diversity

Staff, members' and site visitors' behaviour and attitudes are expected to be consistent with the values of BHCA and principles of equality

Respect

Staff, members and site visitors must treat each other with respect and courtesy at all times. Rude or threatening behaviour will not be tolerated.

Commitment

Staff, members and site visitors are expected to be committed to BHCA's work, mission and vision whilst at BHCA.

No personal benefit

Staff must not benefit from their position beyond what is allowed by the law and what is in the interests of BHCA.

Members and site visitors must not seek to benefit from their status beyond what is expected of members and site visitors.

Conflicts of interest

Staff, members and site visitors must not seek to create conflicts of interests beyond what is seen as acceptable for these groups, and must be open about any such potential conflicts of interests. They must absent themselves from any discussion where there is any such personal conflict of interest, or be open about a conflict of interest.

Probity

Staff, members and site visitors must not seek to obtain favours or to compromise BHCA's political neutrality by offering staff, volunteers, or trustees any gifts and hospitality.

Openness and accountability

Staff must be open, responsive, and accountable to BHCA about their decisions, actions and work, including their use of BHCA resources.

Staff, members and site visitors are expected to respect the aims, principles and values of BHCA.

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Confidentiality

Staff must respect the status of confidential data they read and discuss during business. They are bound to maintain the status of this material and any discussions.

Integrity

Staff are required to use their knowledge, expertise and experience to take the best decisions they can as appropriate in their job roles in the interests of BHCA. Staff must also promote and support the principles of constructive working, team working, and leadership when required in their roles and act as role models when at work.

Consequences of Breaches of the Code

Failure to uphold these principles will be dealt with through internal policies. Any issues will initially be addressed informally by the line manager (where staff is concerned) or the tutor (where members are concerned), seeking an explanation of the circumstances and assurance from the individual that they will uphold the principles and policies in future. In the event that the matter is not resolved further action may be taken through organisational policies which may lead to the individual being unable to work, attend classes, or hire space at BHCA.

Policy Agreed:	April 2021
Responsibility:	Chair of the Health and Safety Sub-Committee -
Next Review Date:	April 2023
Responsibility:	Chair of the Health and Safety Sub-Committee -