



Code of Conduct Policy

Revised October 2022

Code of Conduct Policy

This Code of Conduct is intended as a guide and a help to all trustees and staff. References to 'staff' throughout the policy relate to all of the following groups:

- All members of staff
- Trustees
- Board members
- Volunteers
- Casual workers
- Temporary staff, either from agencies or engaged directly

If any member of staff is in any doubt with regard to the guidelines of this Code, and how they apply in any particular situation, then please consult with the Chair. It is re-emphasised that this Code is intended to be a help and to enable fairness and equity between all staff.

Purpose

This policy sets out standards of conduct which staff are expected to follow when within, or representing The Education Futures Collaboration (EFC). This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary. If in doubt, ask. The underlying purpose is to ensure that EFC provides a high-quality service to its members and stakeholders to promote confidence in the integrity of the charity. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of EFC staff. It has been drafted to comply with EFC policies and procedures.

Staff are requested to read this Code carefully, consider the issues which it raises and agree to the policy. The Chair should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications. Reference to this Code will be made in all new contracts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff, including trustees, will reinforce the principles of this Code.

Scope

This policy applies to all staff, including trustees and board members.

Policy

- Staff should display the highest possible standards of professional behaviour. Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:
 - Acting in a fair, respectful, courteous and mature manner to colleagues, members and other stakeholders
 - Co-operating and liaising with colleagues, as appropriate, to ensure members receive a coherent and comprehensive service
 - Endeavouring to assist EFC to achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to the achievement of quality and equality
 - Respect for EFC property
 - Maintaining the image of EFC through standards of dress, general courtesy, correct use of stationery, etc.
 - Being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.)

- Being familiar with job requirements (e.g. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job
- Being familiar with communication channels and Charity procedures applicable
- Respect for the rights and opinions of others
- Fulfilling the requirements of your role with the Charity, with a willingness to help and support others
- *This list is not exhaustive, but the examples are given as a summary*
- Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them, and enable effective communication.
- Staff should not use their position in the Charity for private advantage or gain.
- Staff should avoid words and deeds that might bring the Charity into disrepute or might undermine colleagues in the perception of others.
- Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
- Staff should be aware of, and should follow Charity policies, systems and procedures.

Confidentiality

Staff shall maintain the appropriate levels of confidentiality with respect to records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the Charity community which could cause distress to Charity staff.

Review

- This document will be reviewed where:
 - There are significant changes to legislation or regulation
 - There are found to be deficiencies or failures in this document, as a result of complaints or findings from any independent Organisations at which point the lead officer will initiate an immediate review
- In any event this document and procedures will be reviewed annually by the trustees and revised as necessary