**Code of Conduct Policy**

Rochdale Connections Trusts’ Code of Conduct Policy outlines our expectations regarding employees’ and volunteer’s behavior towards volunteers, their colleagues, supervisors and the overall organisation. We promote freedom of expression and open communication, but we expect all employees and volunteers to fully adhere to our code of conduct. They should avoid offending, participating in serious disputes and disrupting the workplace. We also expect them to contribute to fostering a well-organised, respectful and collaborative environment.

This policy applies to all our employees and volunteers regardless of employment agreement or rank.

Employees of the Charity are bound by their contract of employment to follow our Code of Conduct while performing their duties and in accordance with our Policy for Volunteers, they too are expected to adhere to the Code of Conduct. We outline the components of our Code of Conduct below:

* All employees and volunteers must protect our company’s legality. They should comply with all environmental, safety and fair dealing laws. We expect employees and volunteers to be ethical and responsible when dealing with our company’s finances, products, partnerships and public image.

**Respect in the workplace**

* All employees and volunteers should respect their colleagues. We do not accept any kind of discriminatory behavior, harassment or victimisation. Employees and volunteers should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relationships.

**Protection of Company Property**

* All employees and volunteers should treat our organisation’s property, whether material or intangible, with respect and care.
* Employees/Volunteers should not misuse company equipment or use it frivolously.
* All employees and volunteers should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.
* Employees and volunteers should protect company facilities and other material property from damage and vandalism, whenever possible.

#### **Professionalism**

#### All employees and volunteers must show [integrity](https://resources.workable.com/tutorial/employee-integrity-tests) and professionalism in the workplace:

**Personal Appearance**

* All employees must [follow our dress code](https://resources.workable.com/dress-code-company-policy) and personal appearance guidelines. Volunteers are required to dress in a manner to positively represent the organisation.

**Corruption**

* We discourage employees and volunteers from accepting gifts from service user’s or partners. We prohibit briberies for the benefit of any external or internal party.

**Job duties and authority**

* All employees and volunteers should fulfill their duties with integrity and respect toward service-user’s, stakeholders and the community. Supervisors and Managers must not abuse their authority. We expect them to delegate duties to their team members, taking into account their competences and workload. Likewise, we expect team members to follow team leaders’ instructions and complete their duties with skill and in a timely manner.
* We encourage mentoring throughout our organisation.

**Absenteeism and tardiness**

* Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following [standard working hours or days](https://resources.workable.com/attendance-company-policy). But, generally, we expect employees to be punctual when coming to and leaving from work.
* If an employee is unable to attend work they are required to telephone their Line Manager before their work start time to explain the reason for their absenteeism.

**Conflict of interest**

* We expect employees and volunteers to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

**Collaboration**

* Employees and volunteers should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues’ work.

**Communication**

* All employees and volunteers must be [open for communication](https://resources.workable.com/open-door-company-policy) with their colleagues, supervisors or team members.

**Benefits**

* We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

[**Policies**](https://resources.workable.com/company-policies)

* All employees and volunteers should read and follow our company policies. If they have any questions, they should ask their immediate Line Manager.

**Disciplinary Actions**

Our organisation may have to take disciplinary action against employees or volunteers who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation. Possible consequences include:

* Demotion.
* Reprimand.
* Suspension or for more serious offenses.
* Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

**REVIEW SCHEDULE:**

The Code of Conduct Policy is formally reviewed on an annual basis.

**Date of last review:** November 2021

**Reviewed by:** Lizl Donnelly

**Job Role:** Business Support Manager

**Date of next Review:** November 2022