

Empowering Futures

Registered Charity Number (CIC) 1182139

Tel: 07743 57 57 87

Email: admin@empoweringfutures.co.uk

Website: www.empoweringfutures.co.uk

Address: Stables, No 2 Bury Hill, Moorend, Winterbourne, Bristol BS16 1SS



Empowering Futures

Code of Conduct (Employees and Volunteers)

Why Do We Have A 'Code Of Conduct'?

Empowering Futures is a charity that helps empower people, to help them grow, to help people learn and have a more happy and more positive life. We care about everyone and treat people fairly, with dignity and respect.

The 'Code of Conduct', is a set of rules that we expect our volunteers and participants to follow, to ensure we behave responsibly. Every company has them. In simple terms, these are the rules that we all must follow.

Embedding this policy to participants with learning needs

Prior to commencing engagement on the farm, inductions are held for all staff, volunteers and participants to ensure this policy is understood and achievable. We have ensured this policy is accessible to all by providing easy-read information with clear, easy-read, basic instructions and pictures to help educate and deliver the message.

What Does 'Empowering Futures' Mean?

Empowering Futures - Making someone's life stronger and more confident, especially in controlling their life and knowing their rights.

STANDARDS OF CONDUCT (THE RULES)

Please ensure that you do the following;

- **Be Kind** - Ask "How have you been" "Can I help" and "You did a great job!"
- **Be Honest** - Do not lie, tell the truth and be fair
- **Be Safe** -
- **To Listen** - Remind yourself to make sure you let others speak too
- **Teamwork** - We are in this together and work as a team to get the job done
- **Think of others** - Be considerate, offer others tea, open the door for others, look after others belongings
- **Try to Think, then speak** - Think about how your actions may make others feel
- **Be Responsible** - Own your performance and responsibilities
- **Be On Time** - We are a team, be on time and try not to let the team down
- **Focus on solutions** – Talk about 'how' we can make things better, do not focus on the negatives of why it did not or will not work.
- **Respect and Welcome** - Welcome different opinions and views

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- **Speak Up** - If you see, or hear something that you think is not kind, not right or fair, speak up. We all need to protect each other and look out for each other

OTHER POLICIES

Employees are encouraged to read this policy and to also read some of the Charities other policies, including:

- Workplace Anti-Bullying & Anti-Harassment Policy;
- Equal Employment Opportunity and Anti-Discrimination Policy.

Date of Policy Creation: 1st February 2019

Last Reviewed: 19/04/2023

Next Review Due: 19/04/2024

Signed off by: Maria Needs

We follow the Social Model of Disability. We offer bespoke opportunities to ensure we remain person centred. Our services are firmly embedded with quality and purpose for each individual we work with. Our approach is holistic. We encourage personal responsibility. We aim to increase independence and to empower individuals. We have a proven track record of significant success.

