



## **Code of Conduct for Trustees, Employees and Volunteers - Policy and Procedure**

Members of the public are entitled to expect the highest standards of conduct from everyone who works or volunteers for Leeds Baby Bank. The Employee Code of Conduct (the “Code”) sets out some examples of the standards of behaviour the charity expects of its trustees, employees and volunteers. It applies to all members of the charity, irrespective of position or role. The Code forms part of your terms and conditions of contract.

If you supervise or manage other employees or volunteers you must make sure they know about and understand the Code. If you supervise people who are not part of the charity you must make them aware of the Code, and make it clear that they are under a duty to follow the Code.

If the people you supervise behave in ways that are inconsistent with the Code, you must act. You may want to ask your supervisor or the board of trustees for guidance, or consider using another policy to guide your response, for example the Disciplinary Policies and Procedures.

If you are unsure about any part of Code you should get clarification from your line manager or from the board of trustees.

### **Part One – Standards of Conduct**

In performing their duties, Leeds Baby Bank trustees, employees and volunteers must act with integrity, honesty, impartiality and objectivity. There is further guidance on the principles in appendix 1 to this code.

#### **1. Selflessness**

- You must not use materials in breach of copyright.
- You must take reasonable action to keep yourself and others safe.
- You owe a duty of loyalty to Leeds Baby Bank.
- You must not work against the best interests of the charity.
- You must not behave in a way which is incompatible with your role.
- You must report wrong-doing and any genuine and reasonable suspicion of wrong-doing as set out in the Code.
- You must only spend the charities money wisely.

## **2. Honesty and integrity**

- You must not misuse your official position or information acquired during your time spent working or volunteering with Leeds Baby Bank to further your private interest or the interests of others.
- You must not engage in, or otherwise be involved in any bribery or corrupt activities or practices.
- You must not use the charities facilities or resources to access or distribute inappropriate or offensive material
- You must avoid any reasonable suspicion of bribery and/or corruption

and/or any reasonable perception of bribery and/or corruption.

- You must, in carrying out your duties, ensure you comply with any legal requirements.
- You must ensure that the charities funds and assets, including information entrusted to you are only used in a responsible and lawful manner.
- You must not use property, vehicles or other facilities of the charity for personal use unless properly authorised to do so by your manager or other appropriately authorised person of the trustee board.

## **3. Objectivity**

- You must follow the policies, procedures and rules of the charity.

## **4. Accountability**

- You are accountable to the charity for your actions and decisions.
- You must discharge your public functions reasonably.
- You must cooperate fully with any charity investigations.

## **5. Openness**

- You must use and share information appropriately, having regard to your data protection obligations.
- You must treat information with the appropriate level of confidentiality.
- You must not engage in, or otherwise be involved in any insider dealing.

## **6. Leadership**

- You must deal with the public, board of trustees, volunteers and other employees sympathetically, efficiently and without bias.
- You must treat people fairly and equally.

- Professional relationships with vulnerable adults and with children who are service users must not develop into personal friendships and/or inappropriate relationships.
- You must maintain standards of dress and appearance which are appropriate to your role.
- You must behave appropriately when involved in tendering contracts and dealing with contractors.

## **7. Representing the charity**

- You must only deal with the media if you are authorised to do so.
- You must ensure any dealings with the media in an official capacity are appropriate.
- You must follow the rules for contact with the media in the capacity of a trade union representative.
- You must follow the rules for contact with the media in a personal capacity and/or in your capacity for other organisations.
- You must not create a false impression that you are authorised to speak for the charity if you do not have the authorisation to do so.

You are also required to follow the rules set out in these policies/procedures:

- Gifts and hospitality – you should obtain permission from the board or trustees before accepting an offer of hospitality or a gift.

### **If you do not follow this Code**

If you fail to follow the Code you may be referred into formal policies and procedures, including the Disciplinary Policy and Procedure. Depending on the circumstances, including the seriousness of any breach of the Code, a potential outcome of disciplinary action could result in your dismissal with or without notice or payment in lieu of notice.

You must treat this Code seriously, and make sure you understand it. If you do not understand any aspect of the Code or the charities requirements with regards to the conduct of employees or volunteers then you should speak to the board of trustees urgently.

### **Part Two – Reporting wrong-doing**

**You have a duty to report suspicions or knowledge of wrong-doing you become aware of, for example:**

- activities which you believe to be illegal, improper, unethical or otherwise inconsistent with the Code.

- anything which involves – or you think involves – irregularities concerning cash, stores or other property of the charity.
- any suspected irregularity in the exercise of the functions of the charity, including unofficial funds.
- Charity trustees, volunteers and employees or any other individuals being involved in potentially fraudulent or corrupt activities, or theft.

You should normally report matters to the board of trustees, giving them enough detail to understand your concerns and to follow them up. You should not report suspicions of misconduct to anyone who you believe is (or is likely to be) involved in the alleged misconduct.

### **A note about the internet, social networking sites etc.**

Whenever there are restrictions on what you can communicate to people, or how you should communicate with them, it does not matter whether you are communicating face to face, by telephone, email, through social networking sites, or any of the other means. The rules apply to all ways of communicating.

Inappropriate comments made on social networking sites (whether you have enabled privacy settings or otherwise) about your roles with the charity, the charity at large or any trustees, volunteers, employees or former trustees, volunteers or employees of the charity could amount to a breach of loyalty. As a result of this, you may face disciplinary action, which could ultimately result in your dismissal with or without notice or payment in lieu of notice.

### **Updating this policy**

The policy will be updated as it is required.