**Code of Behaviour**

**1. Purpose and Scope**

This Code of Behaviour sets out the standards of conduct expected of all individuals working for or on behalf of [Organisation], including employees, contractors, agency staff, volunteers, interns, and trustees. It is intended to support a safe, respectful, and inclusive working environment.

The Code works in conjunction with other policies, including the [Disciplinary Policy, Equality, Diversity & Inclusion Policy, Grievance Policy, and Health and Safety Policy].

**2. Our Values**

At [Organisation], we are committed to a workplace culture built on the following values:

* **Respect** – treating everyone with dignity and fairness.
* **Integrity** – acting honestly and ethically at all times.
* **Accountability** – taking responsibility for our actions.
* **Inclusivity** – embracing diversity and promoting equity.
* **Wellbeing** – ensuring a safe and supportive environment for all.

**3. Standards of Behaviour**

**a. Professional Conduct**

* Conduct yourself professionally at all times when representing the organisation.
* Be punctual, reliable, and committed to your duties.
* Present yourself in a manner that is appropriate to your role and responsibilities.

**b. Respect for Others**

* Treat colleagues, clients, service users, and third parties with courtesy, dignity, and respect.
* Avoid behaviour that could be considered bullying, harassment, or discrimination.
* Value diversity and create an inclusive environment.
* Support a culture of well-being, where all individuals feel safe and supported.

**c. Use of Organisational Resources**

* Use organisational equipment, systems, and resources responsibly and for legitimate business purposes.
* Use IT systems in accordance with the organisation’s acceptable use policy.
* Maintain confidentiality and protect sensitive information.

**d. Integrity and Ethics**

* Be honest in your work and refrain from any form of fraud or deception.
* Disclose any conflicts of interest to your line manager or HR as soon as they arise.
* Do not accept or offer gifts or hospitality that could influence, or be perceived to influence, decision-making.

**e. Health and Safety**

* Comply with all health and safety rules and guidance.
* Report any concerns, hazards, or incidents promptly.

**4. Unacceptable Behaviour**

The following behaviours are examples of conduct that are not acceptable and may lead to disciplinary action:Aggressive, threatening, or violent conduct

* Use of drugs or alcohol in the workplace
* Theft, fraud, or deliberate falsification of records
* Misuse of organisational IT or communication systems
* Harassment, bullying, or victimisation
* Any form of discriminatory behaviour

This list is not exhaustive and you should also refer to our [Disciplinary Policy].

**5. Reporting Concerns or Breaches**

We encourage individuals to report any breaches of this Code, or any conduct that raises concern, as soon as possible. Reports can be made to your line manager, HR, or via [organisation’s whistleblowing/confidential reporting line].

Concerns will be handled sensitively, and individuals raising them in good faith will not suffer any detriment.

**6. Consequences of Breach**

Breaches of this Code may result in disciplinary action up to and including dismissal, in line with the organisation’s Disciplinary Policy. In some cases, misconduct may also be reported to external authorities

**7. Monitoring and Review**

This Code will be reviewed [annually / every two years] or as required to ensure it remains current and effective. All staff will be informed of any updates and are expected to comply with the latest version.

**Acknowledgement**

Employees and others covered by this Code may be asked to confirm in writing that they have read, understood, and agree to comply with its provisions.

Thank you for helping us to build an inclusive and safe workplace for everyone.