

## **Hellifield Institute Code of Conduct for all adults**

This code sets out the expectations which the Institute Board of Trustees has of its staff, volunteers, trustees and club organisers working on behalf of the organisation. Hirers will also be informed of the Code.

The Board of Trustees has ultimate responsibility for the management of this policy.

### **Why do we need a Code of Conduct?**

The Board of Trustees is committed to the provision of services that will promote health and well-being at all times, and that these services will be safe, welcoming, friendly and beneficial to all who are involved in them.

Our ethos is based on respect for each other, so that everyone has the opportunity to participate, whatever their role or relationship with the organisation. It is expected that everyone who engages with the Institute will endorse this ethos and that their behaviour and attitude will support it.

### **Operational Context:**

This Code relates to everyone involved with the Institute and its activities whether organisers, staff, volunteers, or trustees. This Code of Conduct will operate with due regard and reference to other Institute policies and procedures.

Situations or Acts which would constitute a breach of the Code of Conduct:

- Any illegal activity
- Threats of or actual, physical violence
- Offensive and/or abusive language
- Bullying/harassment of anyone on any grounds
- Use or sale of illicit drugs or sale of alcohol whilst engaged in any Institute activity
- Offensive or inappropriate behaviour due to the influence of alcohol or drugs
- Breach of confidentiality except for those exceptions highlighted in the Confidentiality Policy
- Threats of harm to others
- Threats or acts of terrorism
- Failure to comply with any of the established Institute policies and procedures
- Any comments, whether written or spoken, which might bring Institute reputation into disrepute.

### **Implementation**

The Board of Trustees will regularly review and monitor its Code of Conduct.

Everyone in contact with the Institute will be made aware of the Code of Conduct through the Induction Process (staff and volunteers) or as part of the hiring process.

The Code of Conduct will be displayed in the Institute and a copy will be available on request.

Every trustee, member of staff, volunteer and club organiser has personal responsibility for the implementation of the Code of Conduct.

Breaches of the Code of Conduct will be dealt with in the first instance by discussion with all concerned parties.

This Code of Conduct will operate with due regard and reference to other Institute policies and procedures.

The relevant Institute policies and procedures will be invoked, e.g.Complaints, if a satisfactory solution cannot be reached.

In extreme situations permanent exclusions may result.

Policy Adopted	April 2023
Last Reviewed	New Policy
Next review	April 2024