



# JSENSE

## STAFF AND VOLUNTEER CODE OF CONDUCT POLICY

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# JSENSE TRUSTEE CODE OF CONDUCT

## Organisational Values

As an employee/volunteer of JSENSE, I promise to work towards the vision of JSENSE and abide by the agreed values that underpin all the activity of JSENSE.

## Accountability

Everything JSENSE does will be able to stand the test of scrutiny by the public, the media, the Charity Commission, members, stakeholders, funders, Parliament and the courts.

## Integrity and Honesty

These will be the hallmarks of all conduct when dealing with colleagues within JSENSE and equally when dealing with individuals and institutions outside it.

## Transparency

JSENSE strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, volunteers, the Charity Commission and Parliament.

Additionally, I agree to the following points:

## Law, Mission, Policies

- I will not break the law or go against charity regulations in any aspect of my role of employee/volunteer
- I will support the mission
- I will abide by organisational policies

## Conflicts of Interest

- I will always strive to act in the best interests of the organisation
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest as soon as it arises

## Person to Person

- I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow staff, volunteers, members, service recipients, contractors, trustees or anyone I come into contact within my role at JSENSE
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact within my role as employee/volunteer

## Protecting the Organisation's Reputation

- Employees and other volunteers will at all times behave in a way that brings credit to themselves and to JSENSE. They are expected to observe the highest standards of integrity, honesty, trust and morality.
- For their own protection as well as for that of the adults and young people, at no time may staff develop any form of close personal relationship with a client.
- Prevention of abuse or suspicion of it can be helped by avoiding "one to one" relations under any circumstances and ensuring that two adults are always present at events (within sight or hearing).
- Behaviour considered by the member of staff in charge of the particular programme or event to be inappropriate can lead to immediate suspension and possible dismissal.
- Any breach of the JSENSE Policies, or any departure from the highest standard of general behaviour, may also lead to suspensions and may lead to dismissal.
- I will not speak as an employee/volunteer of this organisation to the media or in a public forum without the prior knowledge and approval of management.
- When prior consent has not been obtained, I will inform the management at once when I have spoken as a member of staff/volunteer of this organisation to the media or in a public forum
- When I am speaking as a member of staff/volunteer of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it
- I will respect organisational, Board and individual confidentiality
- I will take an active interest in the organisations public image, noting news articles, books, television programs and the like about the organisation, about similar organisations or about important issues for the organisation

## Personal Gain

- I will not accept substantial gifts or hospitality without prior consent of management
- I will use organisational resources responsibly, when authorised, in accordance with procedure

## STAFF/VOLUNTEER CODE OF CONDUCT

**Approved and adopted**

**Staff/Volunteer Code of Conduct Policy signed**.....

**Date**.....

