



Code of Conduct Policy

Introduction

code of conduct:

- sets out minimum standards of behaviour for employees
- provides guidelines to help maintain and improve standards
- aims to protect the reputation of both employees and Help4Wales Foundation.

The Code applies to all employees of Help4Wales Foundation, Trustees and volunteers who are responsible for ensuring that they read and understand the policy. If this is not the case then it is their responsibility to ensure that they seek guidance from the Personnel Officer to obtain a clearer understanding.

Breach of this code of conduct may lead to disciplinary action which could result in dismissal.

If you are aware that someone else is breaching the code, Help4Wales Foundation has a whistle-blowing policy to enable employees/volunteers to raise concerns in an appropriate manner and to ensure that they do not suffer any detriment as a result of doing so. The policy is available by request or on the website.

Key principles

As a Help4Wales Foundation employee/volunteer you represent Help4Wales Foundation and are trusted to act in a way which promotes Help4Wales Foundation interests and protects its reputation.

You are accountable for your actions and should ask your line manager for advice if you are not sure of the appropriate action to take.

Interests

Conflicts of interest may occur if a decision made by Help4Wales Foundation affects you, or close friends and relatives, either positively or negatively.

Definition of "Relative"

A relative means a spouse (husband or wife), partner, parent, son, daughter, step-son, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons. "Partner" means a member of a couple who live together.

Examples of potential conflict of Interests could include



- involvement with businesses which have existing or proposed contracts with Help4Wales Foundation
- membership of organisations or groups which may oppose Help4Wales Foundation Policies
- roles undertaken outside of work (e.g. acting as a school governor, a member of an NHS trust board).

You should ask yourself the question “Would a member of the public think that my family or I would benefit from the connection between my personal interest and my employment?”

If the answer is yes, then you must declare the interest to Personnel. Please note individuals are free to take part in activities organised and authorised by the Trade Unions without declaring an interest.

Personal relationships

Help4Wales Foundation recognises that employees who work together may form personal friendships and in some cases close personal relationships. It is necessary to ensure that all employees behave in an appropriate and professional manner at work.

Any employee who is involved in a close personal relationship with a colleague, contractor, client, customer or supplier must not allow that relationship to influence his/her conduct while at work.

If the relationship may give rise to a real or perceived conflict of interest, trust issue or breach of confidentiality you must declare it to your line manager or other appropriate person, in confidence, as soon as you can. Failure to declare such a relationship could lead to disciplinary action.

Intimate behaviour during work time, for example kissing, touching or holding hands, is expressly prohibited. This applies during all working time, whether at the normal workplace, on clients' premises or elsewhere. Any breach of this rule will be regarded as a serious disciplinary offence, which could lead to disciplinary action.

Line Management of Relatives

Line management of an employee by a relative is to be avoided wherever possible, to avoid conflicts of interest or allegations of nepotism or favouritism.

Political and Outside Commitments

Your activities outside of work should not conflict with your duty to Help4Wales Foundation. Employees must obtain written consent from the Director before engaging in any other business or accepting additional employment.

Any additional employment should not conflict with Help4Wales Foundation interests or have the potential to bring Help4Wales Foundation into disrepute. If there is a possible or potential conflict of interest then you must refer the matter to Personnel.



Help4Wales
Foundation

You may not set up a business, or accept a job with a business, which is in direct competition with Help4Wales Foundation.

If you work for another organisation you may not act as a messenger between that organisation and Help4Wales Foundation

.

Any secondary employment must not be carried out during your contracted Help4Wales Foundation working hours.

It is your responsibility to monitor the number of hours you work and to ensure that you are rested and refreshed and able to carry out your role. On average you should not work more than 48 hours in total each week, [in line with the Working Time Regulations](#).

Confidentiality

Help4Wales Foundation acknowledges the right of employees to freedom of expression; however, you must be aware of the potential legal implications of actions that could be considered abusive or defamatory to Help4Wales Foundation or other employees.

All employees have a duty of faith to their employer as part of their contract of employment; this needs to be recognised and taken into account in and outside of the workplace.

You must take all reasonable steps to ensure that the loss, destruction, inaccuracy or improper disclosure of information does not occur as a result of your actions.

You must not disclose personal or financial information about any other member of staff or service user without the express consent of that individual or authorisation from the Director.

Confidential information, belonging to Help4Wales Foundation, should not be disclosed to any person not authorised to receive it.

You must not use any information obtained in the course of your employment to cause damage to or bring disrepute to Help4Wales Foundation, or for personal gain or benefit.

Nor should you pass information on to others who may use it in such a way. Also, you must not access information that is not specifically required to enable you to undertake your role with the Help4Wales Foundation

Signed

Signed

Review Date