

February 2021

Code of Conduct

This Code of Conduct has been produced to ensure that the aims of Horsham Matters are met through our individual roles, whether that is as Trustee, Staff or Volunteer.

The guidelines within this document, together with your employment Terms and Conditions (outlined in your contract) and Horsham Matters' Policies and Procedures provide a framework within which we will all conduct ourselves.

Failure to comply with this Code of Conduct and/or the documents stated above may result in disciplinary action.

1. Upholding the integrity and reputation of Horsham Matters

Seek to maintain and enhance public confidence in Horsham Matters, being accountable for my professional and personal actions.

- I will strive to be patient and generous in all of my dealings with customers, clients, staff and volunteers
- I will not work under the influence of alcohol or drugs, nor will I be in possession of them whilst in Horsham Matters premises or vehicles
- I will be honest and truthful
- I will always consider the best interests of our clients and our charity in my decision making

2. Treating everyone with respect

As a Christian charity we seek to ensure that our behaviour towards others reflects our Christian ethos.

- In supporting the most vulnerable adults and children in our community, I will not use my position of trust to exploit others
- I will not make judgements about others
- I will respect the rights of others

- I will treat everyone equally, with the same attention, courtesy and respect regardless of gender, age, sexual orientation, ethnicity, religion etc.
- I will consider that other's actions are made with the best of intentions
- When my thoughts are challenged by other's words I will not use bad language or raise my voice in response
- I will not intimidate or be physically aggressive

3. Avoiding conflicts of interest

- I will declare any financial, personal or family interests which may conflict with the work of Horsham Matters
- I will not accept personal monetary gifts or otherwise which have been offered as a result of my employment at Horsham Matters
- I will assure that assistance by Horsham Matters is not provided in return for any service or favour from others
- I will not abuse my position at Horsham Matters for my own personal benefit

4. Maintain safe keeping of information, money, resources and equipment

- I will handle sensitive and confidential information in line with legislation, specifically related to GDPR May 2018
- I will appropriately account for my use of all Horsham Matters property (e.g. vehicles, office equipment, emails etc.)

Name.....

Signature:

Date: