|  |  |
| --- | --- |
|  | **Tidcombe Fen Nature Partnership**  **Charity Code of Conduct** |

## **Applicability**

This policy applies to all trustees, other volunteers, employees, contractors, and third-party representatives of Tidcombe Fen Nature Partnership. Its requirements should be reflected in other policies and procedures, agreements and contracts, as necessary.

**You Must**

* Act with integrity and honesty.
* Ensure that you are aware of and comply with the charity’s policies.
* Undertake any necessary training for your role.
* Listen to and respect other staff, volunteers, beneficiaries and other stakeholders.
* Promote relationships that are based on openness, honesty, trust and respect.
* Treat everyone fairly and without prejudice or discrimination.
* Ensure language is appropriate and not offensive or discriminatory.
* Ensure any equipment is used safely and for its intended purpose.
* Challenge any unacceptable behaviour and report any breaches of this Code of Conduct or any concerns without delay to a trustee.
* Report any allegations/suspicions of abuse or fraud.
* Respect everyone’s right to personal privacy and ensure that any personal information is kept secure and not disclosed.
* Volunteers are not obligated to work at specific times, but if you commit to doing something and are unable to, ensure that the charity is made aware as soon as possible.

**You Must Not**

* Allow concerns or allegations to go unreported.
* Develop inappropriate relationships such as contact with children or vulnerable people that is not a part of the work of the Charity or agreed with the trustees.
* Share your personal contact details (mobile number, email or address) or have contact with a beneficiary or vulnerable person via a personal social media account.
* Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of anyone.
* Act in a way that can be perceived as threatening or intrusive.
* Make inappropriate promises to young or other vulnerable people, particularly in relation to confidentiality.

**Version Control - Approval and Review**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version No** | **Approved By** | **Approval Date** | **Main Changes** | **Review Period** |
| 1.0 | Trustees | Dec 2024 | Initial draft approved by trustees | Annually |
|  |  |  |  |  |
|  |  |  |  |  |

**Statutory Guidance**

[Gov.UK – Workplace Bullying & Harassment](https://www.gov.uk/workplace-bullying-and-harassment).

[Charity Commission: Serious Incident Reporting](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity).

[Charity Commission: Report Serious Wrongdoing at A Charity as A Volunteer or Worker](https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer#what-to-report-to-the-charity-commission).

Gov.UK: [whistleblowing for employees.](https://www.gov.uk/whistleblowing)

[CC: Safeguarding and Protecting People for Charities and Trustees.](https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees)

[CC: Infographic; 10 actions trustees need to take.](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/756636/10_safeguarding_actions_for_charity_trustees_infographic.pdf)

[CC: Safeguarding duties of charity trustees](https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees)

[CC: Safeguarding - policies and procedures](https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#policies-and-procedures-you-need-to-have)

[CC: How to protect vulnerable groups](https://www.gov.uk/guidance/charities-how-to-protect-vulnerable-groups-including-children)

**Disclaimer & Legal (from Charity Excellence)**

This document may be used by non-profits and may not be used on a commercial basis, without our prior written approval. Copyright and all other intellectual property rights of this and any derivatives of this document are retained by Alumna to the fullest extent possible in law.

We are neither lawyers nor accountants, so are unable to offer professional advice. Even if we were, we could not offer advice that would adequately cover all charities or all circumstances. This draft policy is an example only and not intended to be taken into use as is. If you have a regulator other than the Charity Commission, there may be other requirements that are not necessarily included in this example policy.

In using this draft policy, you are accepting that you will take all necessary steps, including seeking professional advice, to ensure the policy approved meets fully your charity’s needs and complies with all regulatory and legal guidance and that we have no responsibility whatsoever for any loss or detriment that may arise from using it. I have included links to regulatory guidance, and you can find pro bono support using the Charity Excellence Help Finder.