
Code of Conduct for Employees Policy

Policy Area	Code of Conduct for Employees Policy
Policy no.	Policy no. 33
Policy version	Version number 1
Policy operational date	22.01.2024
Policy review date	22.01.2026

Code of Conduct for Employees

The purpose of the Code of Conduct for employees is to set out standards of behaviour expected from employees of the torc.CFRC. All employees should read and comply with this Code of Conduct.

All employees should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in their contract of employment and job description to a satisfactory standard.
- Performing their duties to the best of their ability in a safe, efficient, and competent way.
- Following the torc.CFRC policies and procedures as well as any instructions and directions reasonably given to them.
- Acting honestly, responsibly and with integrity.
- Treating others with fairness, equality, dignity, and respect.
- Acting in a way that is in line with the purpose and values of the torc.CFRC and that enhances the work of the torc.CFRC and always communicating respectfully and honestly with colleagues and all persons who interact with in the torc.CFRC.
- Observing safety procedures, including obligations concerning the safety, health, and welfare of other people, in line with training provided to them.
- Reporting any health and safety concerns even if it is not within their area of responsibility.
- Raising concerns about possible wrongdoing in the workplace with the Manager/Chairperson in line with the torc.CFRC whistleblowing policy.
- Directing any questions regarding the torc.CFRC policies, procedures, support, or supervision to their line manager/supervisor.
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with the torc.CFRC grievance procedures.
- Keeping confidential matters confidential.
- Exercising caution and care with any documents, material or devices containing confidential information and, at the end of their employment with the torc.CFRC returning any such documents, material, or devices in their possession.
- Seeking authorisation before communicating externally on behalf of the torc.CFRC.
- Complying with the torc.CFRC Internet, Email & Social Media Policy.
- Declaring any interests that may conflict with their work or the work of the torc.CFRC (e.g., other business interests or employment). If any doubt arises as to what constitutes a conflict of interest, employees may seek guidance from the Manager.
- Undertaking relevant training to maintain and improve knowledge, skills and work practices.
- Maintaining an appropriate standard of dress and personal hygiene.

- Disclosing the fact that they have been charged with, or convicted of, a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to the torc.CFRC. This may have implications for their employment. For the avoidance of doubt, employees are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to the torc.CFRC.

Employees are expected NOT to:

- Bring the torc.CFRC into disrepute (including using email, social media and other internet sites, engaging with media etc.).
- Engage in any activity which may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community).
- Be affected by alcohol, drugs, or medication which will affect their ability to carry out their duties and responsibilities during working hours.
- Provide a false or misleading statement, declaration, document, record or claim in respect of the torc.CFRC, employees or charity trustees.
- Engage in any activity that may damage property.
- Take unauthorised possession of property that does not belong to them.
- Engage in illegal activity in the workplace.
- Improperly disclose, during or after their employment with the confidential information gained in the course of their work.
- Seek or accept gifts, rewards, benefits, or hospitality from a third party in the course of their work, which might reasonably be seen to compromise their integrity or personal judgement. (NOTE: Any gift other than a modest token of nominal value should be courteously but firmly declined and should be reported to the Manager/Chairperson. Gifts or hospitality that are generally considered as common business or social courtesies are acceptable only as long as they are reasonable in type, frequency, and value. If any doubt arises as to what constitutes a modest token, employees may seek guidance from the Manager/Chairperson. Where an employee is found to be in breach of the standards outlined in this Code of Conduct, this may result in disciplinary action up to and including dismissal in accordance with the torc.CFRC disciplinary procedure.

Signed _____

Name _____

Date _____

Review

This policy will be reviewed every three years or sooner if required.

Revision No.	Approval Date	Document Reference and Changes Made	Name