

Karuna Action - 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 Karuna Action. 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 charity's 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 charity and that enhances the work of the charity;
- Communicating respectfully and honestly at all times with colleagues and all persons who interact with Karuna Action
- 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 Chair of Trustees in line with Karuna Action's whistleblowing policy;
- Directing any questions regarding Karuna Action's 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 Karuna Action's 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 Karuna Action, returning any such documents, material or devices in their possession;
- Seeking authorisation before communicating externally on behalf of Karuna Action.
- Declaring any interests that may conflict with their work or the work of the charity (e.g. other business interests or employment). If any doubt arises as to what constitutes a conflict of interest, employees may seek guidance from Chair of trustees.
- 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 Chair of Trustees. This may have implications for their employment.¹ 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 Karuna Action.

¹ In seeking information from employees about criminal convictions (or the fact that they have been charged with an offence or given the benefit of the Probation of Offenders Act 1907 (as amended)) charities should comply with data protection law and be aware of the limitations on the circumstances in which it is possible to process such information (e.g. see section 55 of the Data Protection Act 2018). It is also important that charities have due regard to the provisions of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended). If a charity has any doubt about its rights and responsibilities in this regard, it should obtain legal advice.

Employees are not expected to:

- Bring the charity into disrepute (including through the use of 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 Karuna Action its volunteers, 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 Karuna Action 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 Chair of Trustees. 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 Chair of Trustees.

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 Karuna Action's disciplinary procedure.

The board of charity trustees will review the Code of Conduct for employees at 3-year intervals or as appropriate. The Chair of Trustees is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.

Signed

Name

Date

Legal Disclaimer:

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