



## **BEHAVIOUR CODE FOR PAID STAFF/EMPLOYEES FOR Purbeck Youth & Community Foundation**

This Code outlines the standards of conduct, behaviour and accountability expected of paid staff/employees of **[PYCF]**.

For employees working with children, young people and /or vulnerable adults the Behaviour Code for Adults working with Children, Young People and/or Vulnerable Adults will also apply.

The Code forms part of an employee's contract. Failure to comply with it and with the associated club policies may result in disciplinary action being taken and **[PYCF]** reserves the right to take legal action against employees where breaches of the Code warrant such action.

All employees have personal and legal responsibilities, including: treating others with dignity and respect; acting honestly; using club funds and equipment appropriately; adhering to health and safety guidelines; and practising equal opportunities at all times. These expectations are set out below.

### **Equality and Diversity**

- Individuals must not discriminate against people they come into contact with during their work with, or on behalf of **[PYCF]** on the basis of their ethnic origin, gender, sexual orientation, religion, disability, age, colour, family circumstances, working arrangements, social class, national or social origins, political or other opinions
- All individuals will be expected to comply with Equal Opportunities legislation and the agreed relevant equality and diversity policies of **[PYCF]**.

## **Health and Safety**

- Employees must adhere to the club's Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the club environment safe and well
- This includes taking immediate safety action in a potentially harmful situation (either at club or off-site) by complying with statutory and club guidelines and collaborating with colleagues and other agencies.

## **Criminal Activity**

- Employees must inform the club management immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. See our section on Disclosure and Barring Service (ex Criminal Records Bureau).

## **Employee Records and Information**

- Employees must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the club into disrepute. Such behaviour may lead to disciplinary action.
- The deliberate falsification of documents is not acceptable. Where an employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence
- If any employee is found to have claimed any benefit, including housing benefit, either directly or indirectly and has failed to disclose their full earnings, then this will be treated as gross misconduct and the employee may be dismissed and referred to the Police.

## **Declaration of Interests**

- An employee is required to declare an interest where a group or organisation that the employee is involved with would be considered to be in conflict with the ethos of the club. Membership of a trade union or staff representative group would not need to be declared
- Employees should also consider carefully whether they need to declare to the club their relationship with any individual(s) where this might

cause a conflict with club activities. For example, a relationship with another staff member or a contractor who provides services to the club

- Failure to make a relevant declaration of interests is a very serious breach of trust and therefore if employees are in doubt about a declaration, they are advised to take advice from the club management.

### **Financial Information (Gifts and/or Hospitality)**

- All club employees must comply with the club's Financial Regulations. One of the principal employee requirements is around the declaration of gifts or hospitality
- The employee does not have to declare gifts or hospitality offered by club members or their families to express their thanks, such as boxes of chocolates or any other gift/offer of hospitality with an individual value of £25\* or less.\* (Please note this is just an example – the exact value is for your club to decide)
- A higher value gift, particularly of money, should be declared in writing to the Management Team.

### **Use of Club Contacts**

- Apart from participating in concessionary schemes arranged by trade unions or other such groups for their members, employees shall not use club business contacts for acquiring materials or services at trade/discount prices for non-club activities. There is an obligation to read and to observe the requirements of the General Data Protection Regulation (GDPR) and to follow those procedures laid down in the Club's GDPR policy.

### **Use of Club Premises and Equipment**

- Club equipment and premises are available only for club-related activities and should not be used for fulfillment of another job or post, or for excessive or regular personal use, unless authorised in writing and in advance by the club management
- This includes photocopy facilities, stationery, telephones and computers and premises. Any club equipment that is used outside club premises, for example a laptop or mobile phone, should be returned to

the club when the employee leaves employment or upon request by the club management.

### **Other Employment**

- Employees are permitted to take up secondary employment outside the club, as long as the activity does not constitute a conflict of interest, adversely affect their primary employment at the club or exceed the legal maximum working week of 48 hours, as defined by the [Working Time Regulations](#)
- The secondary employment must be undertaken outside the working hours of the employee's normal post and employees are required to keep the club management informed of their employment at other organisations.

### **Use of Alcohol and Illegal Drugs**

- The taking of illegal drugs during working hours is unacceptable and will not be tolerated. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs
- If alcohol or drug usage impacts on an employee's working life, the club has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the club's reputation and public confidence.

### **Use of Club Communication Systems**

- The club has the right to monitor emails, phone-calls, Internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, and also to ensure proper and effective use of systems by employees
- Employees should be aware that the club has the right to access employees' personal email and computer files if required for investigation of misuse

- It is recommended that employees do not use club systems (phone, email, computers) for personal use. Inappropriate usage, which includes excessive or regular personal use, may result in disciplinary action for the employee and in serious cases could lead to an employee's dismissal
- Inappropriate use of email and Internet systems also includes viewing, publication or circulation of illegal or offensive material, viewing, publication or circulation of junk mail, including chain letters, jokes or large attachments, gambling or gaming, and comments on social media sites such as Snapchat, Twitter and Facebook; these will be treated as disciplinary matters. Please see our documents on E-Safety and Social Media and Social Networking for further information
- Passwords should not be shared and access to computer systems must be kept confidential. Breach of this confidentiality may be subject to disciplinary action
- Employees who receive inappropriate communications should inform their club management or nominee immediately.

### **Confidentiality**

- Employees at the club may come into contact with a significant volume of data and information in relation to members, staff, volunteers, club activities and many other matters. There is an obligation to read and to observe the requirements of the General Data Protection Regulation (GDPR) and to follow those procedures laid down in the Club's GDPR policy.

### **Copyright**

- Copyright legislation will be displayed next to photocopier machines and employees are required to adhere to the guidance provided about use of resources.

### **Dress Code**

- Employees will be expected to maintain a standard of dress, cleanliness and appearance appropriate to the ethos of the club and to the activities being undertaken.

**This Behaviour Code was signed off by:**

**Name: Joyce Spiller**

**Position: Trustee**

**Signed: j Spiller  
Reviewed 25 Jan 2019**

**Dated: 1 Sept 2016**

**We are committed to reviewing this Code annually.**

Review due on Jan 2020

**N.B.** Our guidelines provide a brief introduction, a description of the key issues to adhere to and an example policy. The documents are not comprehensive and do not constitute legal advice.