

CODE OF CONDUCT

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1 About this Code of Conduct

- 1.1 This Code of Conduct is applicable to all employees, workers, contractors, consultants, trustees and volunteers of Cresconova Labs (**Cresconova**). Its purpose is to set out the standards of behaviour that we expect.
- 1.2 This Code of Conduct should be read alongside Cresconova's Safeguarding policy, Child Protection policy and Anti-Bullying and Harassment policy.
- 1.3 Breaches of this Code of Conduct by employees may result in disciplinary action which could lead to dismissal. Breaches by contractors or consultants may constitute grounds for termination of contract. Volunteers or trustees who breach this Code of Conduct may be removed from their roles.

2 Conduct of Values

- 2.1 You must:
 - 2.1.1 act honestly, responsibly and with integrity;
 - 2.1.2 behave in accordance with Cresconova's charitable objectives and values;
 - 2.1.3 perform your duties to the best of your ability in a safe, efficient and competent way;
 - 2.1.4 follow all relevant policies and procedures;
 - 2.1.5 follow reasonable management instructions and directions;
 - 2.1.6 use Cresconova's information and resources (including money and property) responsibly and cost-effectively; and

2.1.7 declare any financial, personal or family interests that may conflict with your work or the work of Cresconova (e.g. other business interests/employment, personal relationships).

2.2 You must not:

2.2.1 engage in illegal activity in the workplace;

2.2.2 bring Cresconova into disrepute or prejudice its good standing in any way; and

2.2.3 make any statement or otherwise publish anything that might damage Cresconova's reputation or which could bring Cresconova into disrepute (including through the use of email and social media).

3 Relations with others

3.1 You must:

3.1.1 treat others with fairness, dignity and respect;

3.1.2 work collaboratively with colleagues and others to deliver high quality support to service users and visitors to Cresconova;

3.1.3 communicate in an open, respectful and honest way at all times with colleagues and others who interact with Cresconova;

3.1.4 promote and uphold the privacy, confidentiality, health and wellbeing of colleagues and people who use Cresconova's services;

3.1.5 respect all peoples' rights and not engage in any form of sexual harassment, abuse or exploitation; and

3.1.6 ensure that workplace relationships and behaviour are not exploitative, abusive or corrupt in any way.

We are committed to reviewing our policy and good practice annually. Document management information can be found at the top of this document.

Name:

Signed:

Role:

Date: