

## **Merton Mencap**

### **Staff Code of Conduct (for employees, bank workers and volunteers)**

#### **A. General**

1. I will act in accordance with all legislation and all statutory and/or regulatory requirements relating to Merton Mencap's work.
2. I will be loyal to and promote the aims and objectives of Merton Mencap.
3. I will act in accordance with all statements, standards, policies and procedures and codes, of Merton Mencap, with particular regard to Merton Mencap's practice relating to safeguarding children and vulnerable adults and health and safety and equal opportunities.
4. I will deal fairly and honestly with my employer, my work colleagues, our service users, their parents/carers, our members and the public.
5. I will treat all service users, their parent/carers, our members and my work colleagues with appropriate respect and sensitivity, having regard to their diversity.
6. I will keep confidential all personal information relating to service users or any parent / carers or their respective needs in accordance with *Merton Mencap's Data Protection, Confidentiality and Security of Information Policy and Procedure*
7. I am committed to the principle of equal opportunity, in all areas of Merton Mencap's activities, irrespective of race, colour, nationality, ethnic or national origin, religion or religious beliefs, marital status, gender, gender reassignment or sexual orientation, age or disability.

#### **B. Financial or other benefit**

8. I will declare any personal interest which might conflict with or be seen by others to affect my ability to perform my duties fairly, honestly and impartially.
9. I will decline, or surrender to Merton Mencap, any gift of any kind offered or given to me as a result of my position in Merton Mencap, unless, because of its token nature, Merton Mencap expressly consents to its being retained by me.
10. I will not enter into any contract, whether oral or written, with any service user or any parent/carer with whom I come into contact through my work with Merton Mencap, whether in the course of or outside my work.

11. I will not enter into any financial transaction of any kind with any service user or any parent/carer of such user with whom I come into contact through my work with Merton Mencap, whether in the course of or outside my work.
12. I will not be a signatory to or beneficiary of any will or other legally binding document (including any cheque) of any such user or parent/carer with whom I come into contact through my work with Merton Mencap, whether in the course of or outside my work.

**C. Specific Conduct**

13. I will behave appropriately at all times whilst working for Merton Mencap. In particular, I will not smoke or drink alcohol or take any prohibited substance, or be under the influence of alcohol or any prohibited substance, during my working hours.
14. I will ensure that all language and communication used by me in the course of my working with Merton Mencap, whether oral, written or non-verbal, is appropriate to the situation and does not cause embarrassment to or reflect badly on Merton Mencap.
15. I will not make or take personal calls on telephones or mobile phones made available to me through my working with Merton Mencap, save for brief essential calls, which cannot readily be otherwise made or taken.
16. I will not use any computer equipment or facilities (and in particular any e-mail or internet facilities) made available to me through my working with Merton Mencap for any personal matters, save for brief essential communications or uses, relating to an urgent matter which cannot otherwise readily be dealt with.
17. I will not use any car to transport any service user without the prior consent of Merton Mencap. In any event, I will ensure that any such use is permitted by the relevant insurers.

**I agree to the above code of conduct. Specifically, I confirm that I have been given copies of, read, understood and will comply with Merton Mencap's *Safeguarding Children Policy & Procedure* and *Safeguarding Vulnerable Adults Policy & Procedure*.**

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### Audit Guidance

<b>Check</b>	<b>Evidence</b>
Have all staff and volunteers signed this Code of Conduct?	<p>Check HR files for signed Code of Conduct</p> <p>Check Volunteer files for signed Code of Conduct</p>
Has there been any breaches of this Code of Conduct? Was the action taken to manage the breach appropriate?	<p>Ask CEO and Operations Manager whether this Code of Conduct was breached and what action was taken.</p> <p>Check records to ensure that the matter was recorded adequately and the situation resolved appropriately.</p>
<p>Does the Induction &amp; Staff Handbook still include this Code of Conduct?</p> <p>Has an Induction and Staff Handbook been provided to all staff and volunteers, which will act as a useful reference for the Code of Conduct?</p>	<p>Check HR files for evidence of handbook being provided</p> <p>Check Volunteer files for evidence of handbook being provided</p> <p>Speak to staff and volunteers – check whether they are aware of the Code of Conduct and how they can refer to it.</p>