

CODE OF CONDUCT

Purpose

The purpose of this Code of Conduct is to help you understand the key issues that you need to be aware of, and the standards to which we expect you to behave. The Code of Conduct applies to everyone associated with The Maggie Oliver Foundation, and you accept that you will undertake your duties and behave in line with the requirements of this Code of Conduct.

The Code is designed for your own protection and guidance, though any breach may lead to termination of our engagement with you, in some cases, may lead to criminal prosecution. The purpose of this code of conduct is to provide a clear framework of appropriate and expected standards of behaviour to which all staff, volunteers and trustees are required to adhere to.

This code of conduct is not an exhaustive list of un/acceptable behaviours but is designed to raise awareness and provide guidance; there may be times when you could be required to exercise professional judgement in situations not covered by this code.

Scope

This Code of Conduct applies to all employees, contractors, agents, volunteers, Trustees, or other members or associates of the Foundation, and should be read and understood with conjunction with any contract/agreement relevant to your engagement with the Foundation.

Those who receive services provided by the Charity are referred to in this Code of Conduct as its "Service Users".

The Maggie Oliver Foundation Code of Conduct

I will:

- Treat all Service Users, staff and volunteers with respect and dignity.
- Ensure the welfare of Service Users is paramount at all times.
- Maintain professional boundaries in all interactions with Service Users, staff and volunteers, and only have contact with Service Users as directed by the Foundation.
- Take accountability for ensuring that my own professional and personal conduct is in line with Foundations mission.
- Manage the power that comes with my position at The Foundation with appropriate restraint and discretion.
- Be sensitive to, and respectful of, customs, and cultures, even if the norms in that cultural context differ from my own, and from this Code of Conduct.
- Not work under the influence of alcohol or use, or be in possession of illegal substances when working for or representing The Foundation.
- Ensure my personal (including romantic or sexual) nor professional relationships are exploitative, abusive, corrupt in any way, nor bring the reputation of The Foundation into disrepute.
- Not engage in any personal (including romantic or sexual) relationships (physical or otherwise) with Service Users.
- Take responsibility for the confidentiality and security of information I have access to through The Foundation.
- Protect the health, safety, wellbeing, and security of all employees, contractors, agents, volunteers, Trustees, or other members or associates of the Foundation
- Notify The Foundation if I face any criminal charges during my association with the Foundation that may impact on my ability to perform my role.
- Always listen to Service Users and take account of their wishes and feelings.
- Respond appropriately to disclosures, allegations, or concerns of ongoing abuse.
- Following the Safeguarding Policy, Safe Working Practice Guidance, and Safeguarding Procedure at all times.
- Participate in approved safeguarding training relevant to the role I am performing.

- Ensure that my behaviour and conduct outside of the Foundation is reflective of the Foundations mission and sets an example to others.
- Exercise professional judgement in situations not covered by this Code of Conduct.
- Recognise my duty of care to all employees, contractors, agents, volunteers, Trustees, or other members or associates of the Foundation.