



# CODE OF CONDUCT

Version 1.2

Blackpool and the Fylde Street Angels



July 2020

## Introduction

Blackpool and the Fylde Street Angels (BFSA) is working to find lasting solutions to poverty and injustice. We are working towards a world in which people can live with dignity, have their basic needs met and their basic rights respected, and have the ability to control their own lives.

As we work to achieve our ambition and vision of 'a town without poverty' we should always remain true to our core mission, aims and values. This Code of Conduct will help you live by them by providing guidance in the face of ethical dilemmas you may experience. It shows you what to do when a situation is complex by providing standards and values for you to follow and how to protect against situations that may damage you or BFSA. It also seeks to ensure that employees and volunteers avoid using possible unequal power relationships for their own benefit.

The rules and guidelines contained in this Code of Conduct, together with the organisations policies and procedures and terms of reference of your employment or volunteer role, provides a framework within which all BFSA employees and volunteers undertake to discharge their duties and to regulate their conduct. They also support BFSA in our role in implementing, monitoring and enforcing these standards.

The Code does not exempt anyone and any breach may result in disciplinary action (including dismissal in some instances).

In accepting your appointment you undertake to discharge your duties and to regulate your conduct in accordance with the requirements of this Code, thereby contributing to BFSA's quality of performance and reputation. The code describes what BFSA expects from its employees and volunteers and what they can expect from BFSA.

### As a BFSA employee / volunteer I will:

#### **1. Uphold the integrity and reputation of BFSA by ensuring that my professional and personal conduct is demonstrably consistent with BFSA's values and standards.**

I will seek to maintain and enhance public confidence in BFSA by being accountable for the professional and personal actions I take. I will if necessary seek (and will receive) support and advice from BFSA. I will not work / volunteer under the influence of alcohol or use, or be in possession of, illegal substances on BFSA premises, vehicles or accommodation.

#### **2. Treat all people with respect and dignity and challenge any form of harassment, discrimination, intimidation, exploitation or abuse.**

BFSA staff and volunteers hold a privileged position of trust in relation to our partners and the communities that we come from and serve. When carrying out BFSA's mission I understand that it is important not to abuse my own position of power/unequal power relationships in any way.

Recognising my role in BFSA's mission to challenge poverty, I will respect all peoples' rights and I will contribute to a working environment characterised by mutual respect, integrity, dignity and non-discrimination.

I will ensure that my relationships and behaviour are not exploitative, abusive or corrupt in any way.

I will use my best endeavours to report any such behaviours or malpractice in the workplace by others to my line management.

**3. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of BFSA.**

I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of BFSA (e.g. contract for goods/services, employment or promotion within BFSA, partner organizations, beneficiary groups).

I will reject monetary gifts or inappropriate gifts from clients or other staff or volunteers, which have been offered to me as a result of my employment with BFSA. I will act against any form of corruption and not offer, promise, give or accept any bribes.

**4. Be responsible for the use of information, equipment, money and resources to which I have access by reason of my employment with BFSA.**

I will use my discretion when handling sensitive or confidential information. I will seek authorization before communicating externally in BFSA's name and will avoid any unintended detrimental repercussions for me or BFSA. I will appropriately account for all BFSA money and property, (e.g. vehicles, office equipment, BFSA-provided accommodation, computers including the use of internet, email and intranet).

**5. Protect the health, safety, security and welfare of all BFSA employees, volunteers and contractors.**

I will undertake and act on appropriate risk assessments. I will comply with local security management guidelines and be pro-active in informing management of any necessary changes to such guidelines. I will behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organizations and clients.

I will not share my personal details with clients or take a client to my home.

**6. Promote human rights, protect the environment and oppose criminal or unethical activities.**

I will use my best endeavours to protect the natural environment and work in a sustainable way. I will contribute to preventing all forms of criminal or unethical activities. I will inform BFSA of any relevant criminal convictions or charges I have had prior to my employment/voluntary position in which BFSA may have a legitimate interest. I will also notify BFSA if I face any criminal charges during my employment / volunteering that may impede my ability to perform the duties of my position subject to national legislation.

I will adhere to following policies and procedures (see list below) that support the above Standards: *Employment Terms of Reference (if employed)*, *Code of Conduct*, *BFSA Street Angels Handbook*

**In accepting my appointment I undertake to discharge my duties / voluntary role and to regulate my conduct in accordance with the requirements of this Code thereby contributing to BFSA's quality of performance and reputation.**