

PP 02 CODE OF CONDUCT

This code of conduct outlines our expectations regarding the behaviour of our employees, trustees, members and volunteers towards other members and volunteers, customers, stakeholders, and the public.

1. Compliance with law

All those covered by the code are expected to protect the Trust and its legal interests by complying with all the relevant legislation, including health and safety, equality, trading and privacy laws.

2. Health, Safety and Equality in the Working Environment

All those covered by this code are expected to treat the health and safety of themselves and others as an absolute priority. They are also expected to have respect for their colleagues, co-workers and other stakeholders and members of the public. Any discriminatory behaviour or harassment will not be tolerated

3. Integrity

All those covered by this code should fulfil their work with integrity and honesty. Funds, assets, and facilities of the Trust should only be used for the appropriate charitable purposes of the Trust.

4. Care for the Physical Environment

All those covered by this code should treat Trust property and the physical environment with respect and care.

5. Dignity and Respect

All those covered by this code should:

- Foster a positive culture which supports freedom of thought and expression within the law and within a framework of respect for the rights of other people.
- Promote an enabling and inclusive environment where all individuals are treated with dignity and respect, free from bullying, harassment and discrimination.
- Be assured that occurrences of bullying, harassment and discrimination are taken seriously, and dealt with promptly and with due sensitivity.

- Be confident if they raise a concern about individual and/or organizational behaviour, it will be followed up and resolved.

Dignity is about interpersonal behaviours as well as systems and processes.

- Self-Awareness is important and we need to understand that our personal filters guide how we see ourselves and others.
- Understand the concepts of intent vs. impact. Be mindful of how you respond to others and be responsible for your words and actions.
- Respond to others in a culturally appropriate manner. Treat others the way they want to be treated.
- Work through differences and gain agreement, while maintaining dignity and respect. Acknowledge the value of different perspectives.
- Create interactions that are respectful of individual differences, build trust, limit bias and favouritism, and strive for the best overall outcomes.
- Make inclusion, dignity and respect a part of your day-to-day practices.

6. Whistleblowing

You're a whistleblower if you're a worker and you report wrongdoing because it is in the public interest. This means it must affect others, for example, the general public.

As a whistleblower you are protected by law and will not be treated unfairly or lose your job because you "blow the whistle".

Complaints that count as whistleblowing:

- A criminal offence, for example, fraud.
- Someone's health and safety is in danger
- Risk or actual damage to the environment
- A miscarriage of justice
- The Trust is breaking the law, for example does not have the right insurance
- You believe someone is covering up wrongdoing.

See PP16 GMDT Whistleblower policy

7. Sanctions

Employees who repeatedly or deliberately fail to follow our code of conduct will be dealt with in accordance with the Trust's Disciplinary Procedure.

Trustees, members and volunteers who repeatedly or deliberately fail to follow our code of conduct may be asked to cease their involvement with the Trust.

8. Agreed by Board on 8th December 2025.

9. Next Review (biannual review) December 2027-