



## **Professional Code of Conduct**

**Updated: 09/01/20**

We expect the highest standards of conduct from our employees and volunteers. Any breach of this policy may result in disciplinary action for employees or termination of engagement for volunteers and depending on the circumstances, contact with appropriate outside organisations i.e. the police, or the Disclosure and Barring Service/Disclosure Scotland.

The provisions of the Code will apply to all of the organisation's employees, volunteers and anyone else providing a service on behalf of us. Including at any functions which take place outside of normal working hours.

The following are guidelines which all employees should follow:

**1. Honesty, Integrity, Impartiality and Objectivity**

Employees/volunteers must perform their duties with honesty, integrity, impartiality and objectivity.

**2. Accountability**

Employees/volunteers must be accountable to the Organisation for their actions.

**3. Respect for Others**

Employees/volunteers must:

- Treat others with respect and maintain confidentiality at all times.
- Not discriminate unlawfully against any person.
- Treat clients of the Organisation professionally.
- You must maintain appropriate boundaries, avoid improper contact or relationships with pupils and respect your unique position of trust as a teacher or guardian.

**4. Organisation Property**

Employees/volunteers must not make personal use of property or facilities of the Organisation unless properly authorised to do so.

**5. Personal Interests**

Employees/volunteers must not in their role with the organisation:

- Allow their personal interests to conflict with the organisation's requirements.
- Use their position improperly to confer an advantage or disadvantage on any person.

**6. Registration of interests**

Employees/volunteers must comply with any requirements of the organisation:

- To register or declare interests
- To declare hospitality, benefits or gifts received as a consequence of their employment.

**7. Reporting Procedures**

Employees/volunteers must not treat another employee of the Organisation less favourably than other employees by reason that the other employee has done, intends to do, or is suspected of doing anything under or by reference to any procedure the authority has for reporting misconduct.

**8. Openness**

Employees/volunteers must:

- Not disclose information given to them in confidence by anyone, or information acquired which they believe is of a confidential nature, without the consent of a person authorised to give it, or unless they are required by law to do so
- Not prevent another person from gaining access to information to which that person is entitled by law