



FAN – Friends and Neighbours

The FAN Charity – Policies

Code of Conduct

Introduction

The FAN Charity expects all staff of our organisation, regardless of role, to uphold the conduct expectations listed within our code.

Personal behaviour

Staff will be polite and considerate towards others at all times. Respectful of difference and showing no favouritism.

Discipline

Misconduct will be dealt with through our disciplinary procedure.

Safety

Staff will be mindful of safety and protective of others. They will take care of the materials, resources, premises of the organisation.

Dress code

Staff will wear attire that is appropriate for the role or the task in hand, and not provocative or likely to cause offense to others.

Communication

Staff will use appropriate language and tone. They will consider a range of communication methods in order to be accessible to all service users, staff and volunteers.

Confidentiality

Staff will maintain high levels of confidentiality regarding personal information on participants, staff, volunteers and internal details about the organisation.

Safeguarding

Staff will adhere to our Safeguarding Policy and Procedures.

Security

Staff will adhere to FAN's Health and Safety policy and procedures. Be careful of the safety of themselves and others; follow venue procedures; challenge strangers with courtesy, alert senior staff with any concerns regarding people or premises security.

Fit for work

Do not present yourself for volunteer duties in an unfit condition due to the use of alcohol, prescription or recreational drugs.

Reviewed by FAN Charity: Policies, November 2023

Adopted by FAN Trustees:16.1.24

Signed:

A handwritten signature in black ink, appearing to read 'D. Lawson', written in a cursive style.

Role: Chairman of Trustees

Date: 16.1.24