

# LEEDS BLACK ELDERS ASSOCIATION



## CODE OF CONDUCT

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### Introduction

- 1:1. This code has been drafted and published with the aim of establishing the normal standard of conduct expected of all employees of Leeds Black Elders Association.
- 1:2. This code will form part of the every employee's contract of employment and will be drawn to the attention of all employees and they will have to signify that they have received and read the code.
- 1:3. LEEDS BLACK ELDERS ASSOCIATION has a role to fulfil, providing, employment. In performing these roles LEEDS BLACK ELDERS ASSOCIATION is called upon to answer to many external organisations and the worth of LEEDS BLACK ELDERS ASSOCIATION will often be judged by the performance and conduct of its employees.
- 1:4. Employees of LEEDS BLACK ELDERS ASSOCIATION will be in contact with many organisations. In these circumstances employees should endeavour to ensure that their actions are exemplary and not subject to question.
- 1:5. The document consists of:
  - General Code Of Conduct.
  - General Rules.
  - a) **General Code of Conduct**

Application and intent.
- 1:6. All employees will receive a copy of the Code of Conduct of LEEDS BLACK ELDERS ASSOCIATION. This must be read and employees will be expected to act in accordance with the code, which leaves in no doubt what is acceptable and unacceptable behaviour.

- 1.7: The Code of Conduct places specific prohibitions and restrictions on certain activities. The responsibility is on the employee to read carefully and familiarise themselves with the Code of Conduct. Employees must be aware that any breach of these prohibitions may lead to a disciplinary hearing, as a result of which, disciplinary action may be taken.
- 1.8: Employees must not engage in any business or other activity, which could relate to the work of LEEDS BLACK ELDERS ASSOCIATION and which directly gives a personal advantage and / or offends.

1.9: **GIFTS AND ENTERTAINMENT**

Employees must never accept gifts, other than those of a trivial nature, such as diaries, calendars etc. Extreme caution should be exercised where an offer of a gift is made personally to an employee. All such occurrences should be reported to the Project Director/Management Committee. Employees should exercise discretion in offering and accepting entertainment or hospitality, which should not normally extend to anything other than a 'working' meal.

They should bear in mind how acceptance affects their relations with the party offering it and how it might be viewed by others. It would therefore normally be acceptable to offer or accept hospitality from organisations or members of the following circumstances:

- Where the other party is a charity or other organisations which does not have any kind of vested interest in the outcome.
  - If a visit, where it is genuinely instructive, rather than constituting a social function or entertainment.
  - Where the scale and location of the hospitality is neither ostentatious or extravagant, and falls within working hours.
  - Where hospitals is neither regular or frequent.
- 1.10: If an employee is in any doubt as to whether an invitation should be accepted advice should be sought beforehand from the Project Director/Management Committee. The level of hospitality offered or accepted will obviously vary according to the circumstances of each situation, but in all cases, employees should be able to justify that the hospitality given/received is in the interest of Leeds Black Elders Association as a whole.

## **GENERAL CONFIDENTIALITY AND 'COMMERCIAL IN CONFIDENCE'**

- 1.11: Employees will, in the course of their duties, obtain information, which is confidential. They must never pass any information received or obtained through their employment to anyone who is not entitled to have that information. This includes information about the work of Leeds Black Elders Association, its clients, Committee of Management or its employees. It is a breach of trust to disclose such information to any in authorised person or for information to be used by anyone for personal advantage. Such as breach will be viewed seriously and may result in a formal disciplinary hearing, the result of which may be disciplinary action. If there is any doubt about who is authorised to receive information the employee should consult their Line-Manager for advice.
- 1.12: Employees should not misuse their position by seeking information, which they do not need to know to enable them to carry out their duties.
- 1.13: Examples of abuse of confidence would include:
- An unauthorised disclosure of information in connection with the above whether with colleagues or outsiders which may be misconstrued and re-quoted.
  - Exploitation of confidential information for personal gain.
  - Premature and/or unauthorised disclosure to third parties of policy proposals, with the object of generating adverse publicity, e.g. to the press or interest groups.
- Provisions of service to clients, application and others.
- 1.14: Employees should therefore be courteous, helpful and efficient when dealing with clients, applicants and others and their problems, and do all they can do to ensure that they all received the service to which they are entitled. The need of such groups should be assessed impartially and professionally and without personal prejudice.
- 1.15: Leeds Black Elders Association has adopted a complaint procedure which will provide for the investigation of any complaints arising.

## **PUBLICATIONS AND DEALING WITH THE PRESS**

- 1.16: Employees must not publish any material, which comments on the activities, policies, etc. of Leeds Black Elders Association without prior approval of the Project Director/Management Committee. Where an employee wishes to publish an article unconnected with Leeds Black Elders Association.

- 1.17: Employee must not make comments to the Press unless specifically authorised to do so. Where requests for comments are received they should be passed on to the appropriate Project Director/Management Committee. Employees should avoid being led by representatives of the media into making unguarded comments.

## **EQUIPMENT AND MATERIALS**

Employees must not use the equipment and premises of Leeds Black Elders Association for unauthorised purposes without the permission of the Project Director/Manager Committee. Personal International calls must be paid for.

## **GENERAL RULES**

- 1.18: In addition to the general Code of Conduct there are a number of other 'rules' which must be followed. These rules have been drafted so that employees know what is required of them and have the aim of avoiding misunderstandings.
- 1.19: These rules and the general Code of Conduct are necessary because every organisation must establish its own standard of conduct, behaviour etc. They have been drawn up and published so that all employees can be made aware of their existence and to ensure that they are treated fairly.
- 1.20: These rules indicate what action an employee must take in denied cases. Where an employee acts in a way, which is contrary to these rules, or omits to follow the rules, then the Project Director/Management Committee will investigate the reasons for their conduct and advise them of the need to follow the rules. Where the breach appears to be serious then a disciplinary hearing may be held.

## **ATTENDANCE**

- 1.21: Employees will, on appointment, receive a written statement of the main Terms and Conditions of their employment with Leeds Black Elders Association. This will define their contractual hours for the days on which they should attend.
- 1.22: Having established the standard for arrival and departure times, it is recognised that on occasions unforeseen difficulties arise which stops an employee arriving on time or which necessitates an early departure. The above rules will be applied fairly and consistently and the Project Director/Management Committee will take account of individual circumstances and the frequency of their occurrence. However, any regularity in late arrival or early departure will be viewed as unacceptable.

## **SICKNESS ABSENCE**

1.23: Where an employee is unable to attend for work due to ill health then he/she must notify their Line-Manager by the time stated in the Sickness Procedures as to the nature of their absence. Full details of the notification procedures are contained in the terms and conditions of employment.

## **APPENDIX**

### **GROSS MISCONDUCT**

The Association views the following offences as Gross Misconduct. Where such offences are found to have taken place, the employee will be subject to disciplinary action which may result in dismissal.

Such offences include:

- Fraud
- Failure to comply with financial procedures
- Corruption
- Wilful, disobedience of a lawful instructions
- Theft
- Falsification of documents
- Assault
- Collusion with others to prevent the course of justice
- Serious breaches of Equal Opportunities Policy: including discrimination on the grounds of sex or ethnic origin.
- Incapability through alcohol: under the influence of addictive drugs: the practice of drug abuse.
- Serious negligence which causes unacceptable loss, damage or injury.
- Abuse of position for personal gain.

The above list is not exhaustive and should be taken as an indication of the type of offences which constitutes Gross Misconduct.