

CODE OF CONDUCT

This Code of Conduct applies to all Members, Officers, Volunteers, Employees and Contracted Workers when engaged in carrying out functions on behalf of Devon Care Home Collaborative or representing the Company in any way.

All individuals are reminded that this Code of Conduct is a Policy of the Company but that they will be subject to other policies and legislation in regard to carrying out their duties and are asked to make themselves aware of these. Examples of relevant legislation include The Companies Act 2006 (particularly Part 10 Chapter 2: General Duties of Directors) The Health and Safety at Work Act 1974 and the Equalities Act 2010.

Legislation such as this, places requirements on individuals to act in a manner which is not corrupt, dangerous to others or discriminates against others.

Additionally, the Company expects all individuals to conduct themselves in a manner which reflects well upon the Company and encourages and supports the involvement of others in the pursuit of its objectives.

In particular, to act in a manner which is:

- 1. Inclusive:** welcoming the involvement of people from all backgrounds and identities. This includes but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social & economic class, education level, immigration status, sex, age, size, family status, political belief, region and mental & physical ability
- 2. Respectful:** refraining from personal attacks or undermining behaviour even when disagreeing on matters of policy or strategy and taking care to avoid words, jokes, or behaviours which might be construed as bullying, personal or sexual harassment.
- 3. Caring:** supporting and enabling others to perform well, feel valued and enjoy their activity within the Company.
- 4. Professional:** working to ensure that the procedures of the Company are followed and improved, abiding by procedures, self-presenting in a manner which reflects well upon the Company.
- 5. Responsive:** creating confidence in people within and outside the Company that they will be dealt with appropriately and their legitimate interests or concerns will receive proper consideration and action through good process.
- 6. Open and communicative:** sharing knowledge and/or concerns through appropriate channels in a timely fashion, contributing constructively to discussion and development of policy and strategy.

- 7. Confidential:** ensuring that any personal information relating to any individual is never divulged without their express permission and any commercial information is never divulged without express permission of the Board of Directors.

Failure to comply with this Code of Conduct may result in action under the **Disciplinary Procedure**. Repeated or serious failure to comply may be regarded as Gross Misconduct.

Next review date: September 2021