

## Code of Conduct

The staff at Worcester Warriors Foundation promise to:

1. Work with **integrity**.
2. Champion and promote **equality, diversity and inclusion**.
3. Strive to be **innovative** and work to the highest standards by implementing **best practice**.
4. Have courage to be **accountable** for our own actions.
5. Work as a team to deliver high quality **outcomes**.
6. Value the health, safety, wellbeing and enjoyment of everyone involved with the Foundation.

## Purpose

This Code is based on the principles of protecting the Foundation's beneficiaries and the public by promoting best practice. It will ensure you are 'working to standard', providing high quality activities and events. The Code describes the standards of conduct, behaviour and attitude the Foundation's staff will have and to ensure no one falls below the standards detailed in the Code. Nothing you do, or **omit** to do, should harm the safety and **wellbeing** of the young and vulnerable people we work with, and the public.

## Scope

These standards apply to you if you are a:

**Member of Foundation staff** – This could be in either a full-time, part-time, contracted or casual role.



**Volunteer** – This could be for any volunteering role within the Foundation, including working directly with the young people and children, as a Trustee, in an administration support role, or at an event run by the Foundation.

**Fundraiser** – This could be in the capacity as an independent fundraiser or raising money at a Foundation fundraising event.

### **How does the Code help me as a member of staff, volunteer or fundraiser?**

It provides a set of clear standards, so you:

- can be sure of the standards you are expected to meet.
- know whether you are working to these standards, or if you need to change the way you are working.
- can identify areas for continuing professional development.
- can fulfil the requirements of your role, behave correctly and do the right thing at all times.

This is essential to protect the children and young people we work with, the public and others from harm.

### **How does this Code help the children and young people who participate in the Foundation's programmes and members of the public?**

The Code helps the public and those who participate in the Foundation's activities to understand what standards they can expect of the Worcester Warriors Community Foundation staff, volunteers, fundraisers and event organisers. The Code aims to give people who participate in the Foundation's activities the confidence they will be treated **fairly** and with **respect** at all times.

### **How does this Code help Worcester Warriors Community Foundation?**

The Code helps Worcester Warriors Community Foundation to understand what standards they should expect of staff, volunteers, fundraisers and event organisers. If

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there are people who do not meet these standards, it will help to identify them and their support and training needs.



### **Work with Integrity**

Working with integrity is important to us and fundamental to the way we work. It forms the foundation to our relationships and gives others confidence in what we are trying to achieve. We believe trust is earned by our actions and the values we demonstrate.

We will enable others to have trust in us by:

1. Acting as role models for all at the Foundation.
2. Putting our beneficiaries first by keeping their interests at the heart of everything we do.
3. Listening to our beneficiaries, giving them the opportunity to give feedback, ask questions and hold us to account.
4. Establishing and maintaining clear and appropriate boundaries in our relationships with beneficiaries, volunteers, fundraisers, donors and colleagues.
5. Embracing a culture of openness and transparency by sharing information about how we work when appropriate.
6. Ensuring any communication or published material we produce to promote the Foundation's activities are accurate, responsible, ethical and do not mislead or exploit vulnerabilities.
7. Operating responsibly and ethically by ensuring appropriate systems are in place to guarantee all decisions are robust, defensible and free from conflicts of interest.
8. Managing our resources responsibly and acting with honesty and integrity in any financial dealings.
9. Handling complaints constructively, impartially, effectively and in a timely manner.
10. Considering the impact of activities conducted in our private lives on the reputation of the Foundation.

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11. Always behaving and presenting ourselves in a way which does not call into question our suitability to work for (or be involved with) the Foundation.
12. Always ensure we do not bring the Foundation's reputation into question.

### **Champion and promote equality, diversity and inclusion**

We believe diversity makes us stronger and enriches our lives. Everyone has something unique to bring to the Foundation therefore we welcome and value everybody.

We will champion diversity, equality and inclusion by:

1. Promoting and encouraging equal opportunities by demonstrating inclusive and accessible participation.
2. Respecting and upholding people's human rights.
3. Not making assumptions.
4. Respecting the individuality and diversity of everyone involved in the Foundation's activities.
5. Acting as advocates for the vulnerable by challenging and reporting poor practice and discriminatory attitudes and behaviour.
6. Creating an environment where we can constructively challenge each other and ensure all voices are equally heard.
7. Recognising, respecting and welcoming diverse, different and conflicting views.
8. Dealing with differences with colleagues by discussion and informed debate, respecting their views and opinions and behaving in a professional way at all times.

### **Strive to be innovative and work to the highest standards by implementing best practice**

We aim to inspire others to be the best they can be, and we believe we must lead by example in being the best version of ourselves.



We will inspire others by:

1. Supporting each other to be bold and have the courage to lead the way in trying new approaches.
2. Encouraging creativity and working in collaboration with others to solve problems.
3. Empowering all at the Foundation to take ownership and responsibility for their own development and progress.
4. Regularly reviewing and evaluating our work to search for ways to improve.
5. Working in line with the best available evidence and practice.
6. Attaining relevant quality mark awards.
7. Being aware of how our behaviour can affect and influence the behaviour of others.
8. Promoting a culture of sound management of resources but at the same time understanding that being over-cautious and risk averse can hinder innovation.

### **Have courage to be accountable for our own actions**

We want everyone in the Foundation to grow and develop, however challenging ourselves brings risk so we encourage the bravery to own mistakes, to learn from them and move on.

We will be brave by:

1. Establishing clear lines of responsibility and accountability for our work and ensuring there is an understanding of expectations.
2. Being honest about what we can do, recognising both our abilities and limitations and only carrying out those tasks for which we are competent.
3. Always seeking guidance from a senior member of staff regarding any information or issues of concern.
4. Explaining fully and promptly if a mistake is made and apologising if appropriate.
5. Acting immediately to rectify a mistake.

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6. Positively and constructively challenging each other.
7. Responding to challenges proactively and with good grace.
8. Maintaining a professional and supportive attitude regardless of the circumstances.

### **Work as a team to deliver high quality outcomes**

We have high aspirations and expectations of the children and young people we work with. We are ambitious and expect the best from ourselves so we can provide the best for our beneficiaries, we know that when we work together, we can all achieve more.

We will work as an effective team by:

1. Working cooperatively and being supportive of each other.
2. Sharing our skills, knowledge and experience for the benefit of our beneficiaries.
3. Being flexible and having a willingness to listen and adapt.
4. Understanding and valuing our contribution and the vital part we play.
5. Recognising and respecting the roles and expertise of colleagues both in the Foundation and from other organisations, and work in partnership with them.
6. Honouring our commitments, agreements and arrangements and being reliable, dependable and trustworthy.
7. Developing strong working relationships and creating a culture where differences are aired and resolved.
8. Taking decisions collectively and confidently and in the knowledge of the support and backing of the Foundation.

### **Value the health, safety, wellbeing and enjoyment of everyone involved with the Foundation**

We want everyone who encounters the Foundation to feel safe, secure and supported and to be confident to try new things and grow as individuals.

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We will ensure the Foundation is a place of enjoyment for all by:

1. Valuing, investing in and promoting the health and wellbeing of all who come into contact with the Foundation.
2. Acting in the best interests of the children and young people who participate in the Foundation's activities.
3. Acting without delay if there is a perceived risk to someone's safety.
4. Challenging and reporting dangerous, abusive, discriminatory or exploitative behaviour or practice.
5. Always taking comments and complaints seriously, responding to them in line with the agreed process and informing the relevant person or authority.
6. Creating a culture which supports the reporting and resolution of allegations, suspicions or concerns with regard to all forms of inappropriate behaviour.
7. Not obstructing, intimidating, victimising or in any way hindering someone who wants to raise a concern.
8. Being aware of, and reducing as far as possible, any potential for harm associated with the Foundation's activities.
9. Regularly reviewing the Foundation's key policies and procedures to ensure they continue to support and deliver on the charity's aims.
10. Assisting in creating an environment in which everyone can participate to his or her desired level.
11. Assisting in creating an environment in which everyone is free of fear and harassment.

This policy should be read alongside other Worcester Warriors Foundation policies.

Worcester Warriors Foundation adopts and adheres to the Government Equalities Office - The Equality Act 2010, making equality real. We adhere to the policy and the procedures, practices and guidelines contained within it and any successor policy. This policy can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/85012/easy-read.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/85012/easy-read.pdf)

## **Code of Conduct - STAFF**

The responsibility of reviewing and maintaining this policy is Worcester Warriors Foundation CEO and it is reviewed annually.



Start date of policy: 1st September 2020

Last review date: January 2024

Date of next review: January 2025