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QfL Code of Conduct

1. Purpose and Scope

The purpose of the Code of Conduct is to set out standards of behaviour expected from persons working for or on behalf of Quest for Learning. The policy applies to all staff of the Charity, including employees and other workers, such as freelance workers, and volunteers. All staff are expected to put this policy into practice.

A copy of this policy will be distributed to all employees and will be made available to other workers on their engagement. Job seekers and applicants will be sent a copy of the policy on request. In addition, all employees, including all new employees joining the Charity, will receive briefing on this policy.

Any questions about the policy should be directed to the Charity's Executive Director.

The Board of Trustees has been consulted and has agreed the contents of this policy.

This policy does not form part of employees' contracts of employment and the Charity may amend it at any time.

The policy is reviewed every three years by the Trustees and may be amended at any time.

2. Policy statement

All persons working for or on behalf of Quest for Learning should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in their contract of employment and job description to a satisfactory standard;
- Performing their duties to the best of their ability in a safe, efficient and competent way;
- Following the Charity's policies and procedures as well as any instructions and directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Acting in a way that is in line with the purpose and values of the Charity and that enhances the work of the Charity;
- Communicating respectfully and honestly at all times with colleagues and all persons who interact with the Charity;
- Observing safety procedures, including obligations concerning the safety, health and welfare of other people, in line with training provided to them;
- Reporting any health and safety concerns even if it is not within their area of responsibility;
- Raising concerns about possible wrongdoing in the workplace with the Executive Director in line

- with the Charity's whistleblowing policy;
- Directing any questions regarding the Charity's policies, procedures, support or supervision to their line manager;
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with the Charity's grievance procedures;
- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material or devices containing confidential information and, at the end of their employment with the Charity, returning any such documents, material or devices in their possession;
- Seeking authorisation before communicating externally on behalf of the Charity;
- Declaring any interests that may conflict with their work or the work of the charity (e.g. other business interests or employment). If any doubt arises as to what constitutes a conflict of interest, employees may seek guidance from the Executive Director;
- Undertaking relevant training to maintain and improve knowledge, skills and work practices;
- Maintaining an appropriate standard of dress and personal hygiene;
- Disclosing the fact that they have been charged with, or convicted of, a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to the Executive Director. This may have implications for their employment. For the avoidance of doubt, employees are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to the Charity.

Employees are expected NOT to:

- Bring the charity into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Engage in any activity which may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community);
- Be affected by alcohol, drugs, or medication which will affect their ability to carry out their duties and responsibilities during working hours;
- Provide a false or misleading statement, declaration, document, record or claim in respect of the Charity, its volunteers, employees or charity trustees;
- Engage in any activity that may damage property;
- Take unauthorised possession of property that does not belong to them;
- Engage in illegal activity in the workplace;
- Improperly disclose, during or after their employment with the Charity, confidential information gained in the course of their work;
- Seek or accept gifts, rewards, benefits or hospitality from a third party in the course of their work, which might reasonably be seen to compromise their integrity or personal judgement. (NOTE: Any gift other than a modest token of nominal value should be courteously but firmly declined, and should be reported to the Executive Director. Gifts or hospitality that are generally considered as common business or social courtesies are acceptable only as long as they are reasonable in type, frequency and value. If any doubt arises as to what constitutes a modest token, employees may seek guidance from the Executive Director.)

Where an employee is found to be in breach of the standards outlined in this Code of Conduct, this may result in disciplinary action up to and including dismissal in accordance with the Charity's disciplinary procedure.

The Executive Director is responsible for ensuring that this policy is implemented effectively. All other staff

and volunteers, including charity trustees, are expected to facilitate this process.

Signed:

A handwritten signature in blue ink, appearing to read 'Siân Renwick', is displayed on a light blue rectangular background.

Date: September 2020

Role: Executive Director