

Staff Conduct Policy

Policy Statement

The purpose of this policy is to outline the expectations of UKPIPS regarding the behaviour of employees, volunteers, Trustees and all persons undertaking activities on behalf of UKPIPS (Staff) towards their colleagues, supervisors, members, and the overall organisation.

We promote freedom of expression and open communication, but we expect all persons to follow our code of conduct and to foster a well-organized, respectful, and collaborative environment.

Scope

This policy applies to all Staff of UKPIPS.

Guidelines

1) Compliance with Law

- Staff must protect our charity's aims and objectives.
- They should comply with all relevant legislative requirements, including Charity Commission legislation and guidance.
- Staff are expected to be ethical and responsible when dealing with our charity's finances, partnerships, and public image.

2) Respect in the Workplace

- Staff should respect their colleagues.
- Staff should avoid offending others or instigating or participating in serious disputes.
- Staff should conduct their duties without disrupting others.
- UKPIPS will not allow any kind of discriminatory behaviour, harassment, or victimisation.
- Staff should conform with our Equal Opportunity Policy.

3) Protection of UKPIPS Property and Assets

- All persons should treat UKPIPS property, whether material or intangible with respect.
- Charity's property should not be misused or used frivolously.
- Intellectual property should be treated in accordance with Intellectual Property legislation.
- Charity assets should only be used for charity activities.
- Steps should be taken to protect charity facilities and other material property from damage and vandalism, whenever possible.
- Arrangements for return of UKPIPS property will be managed by the Administrative Officer, including but not exclusively limited to laptops and computers.
- All data related to UKPIPS activities remains the Intellectual Property of the charity.

Training

- The Trustees will ensure all Staff receive appropriate training to enable them to carry out their duties.