**1.4 WYZ Code of Conduct Policy**

**Purpose**

The purpose of this code is to provide a clear framework within which employees of Wigan Youth Zone are expected to conduct themselves. Wigan Youth Zone strives to maintain a work environment for its staff in which honesty, integrity and respect for fellow employees, and Young People is constantly reflected in personal behaviour and standards of conduct.

**Principles**

Wigan Youth Zone is a large complex organisation and its actions and behaviour of its employees have an impact on the young people, local community, and partners that we work with. Employees are expected to have regard for the impact of their personal behaviour on Wigan Youth Zone, colleagues, customers, the environment and our community.

Wigan Youth Zone receives a substantial income from public sources, from private sector organisations, charitable and third-sector bodies. It is essential that all these stakeholders can have confidence that Wigan Youth Zone maintains the highest standards of conduct in financial matters and seeks to maintain high standards of probity and ethical behaviour.

This code covers some of the most important issues relating to personal conduct, and gives a framework of standards and behaviour guidelines, but it is not intended to be exhaustive.

**Standards of personal behaviour**

**Equality of opportunity**

One of the Wigan Youth Zones core values is the promotion of inclusivity and valuing diversity’. Wigan Youth Zone seeks to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff regardless of their gender, race, ethnic background, culture, (dis)ability, sexual orientation, age, religion, socio-economic status or any other factor will be supported and encouraged to perform to their potential.

**Harassment and bullying**

To secure an environment in which young people and members of staff are able to flourish and to achieve their full potential, Wigan Youth Zone is committed to ensuring that everyone is able to work and to participate in the life of the work without fear of harassment, bullying or intimidation. Everyone at Wigan Youth Zone has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment. Wigan Youth Zone will take action against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened.

**Health and Safety**

Wigan Youth Zone places a high priority on providing a safe working environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of employees, students, visitors and the public. Our aim is excellence in health and safety, by means of continuous improvement of standards, and the comprehensive use of risk assessments so as to systematically remove the causes of accidents/incidents and ill-health. This, together with more specific aims and objectives, reflects Wigan Youth Zone's commitment to promote employee wellbeing.

**Relationships with other members of staff, students and other clients and customers of Wigan Youth Zone**

Wigan Youth Zone does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation.

Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, assessing or authorising relationship with each other.

Employees must inform their line manager if they have a close personal relationship with another employee, young person or a client or customer of Wigan Youth Zone which could be considered by colleagues, young people or others, as impacting on the way they conduct themselves at work

**Performance**

Wigan Youth Zone expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas.

**Misuse of drugs and alcohol**

It is a disciplinary offence to be on Wigan Youth Zone premises and/or carrying out official duties when under the influence of alcohol or non-medically prescribed drugs.

**Gambling**

Gambling activities must not be conducted on Wigan Youth Zone premises, discretion may be used in relation to small raffles for charitable purposes, national lottery syndicates, occasional sweepstakes etc.

**Conduct outside work**

Wigan Youth Zone does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise Wigan Youth Zone’s reputation or position will be dealt with through the disciplinary procedure.

**Dress code**

Wigan Youth Zone does not operate a formal dress code for its employees, other than for those who are provided with a uniform and/or protective clothing. However, employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

**Intellectual property**

Where appropriate the rights to personal benefit from inventions, discoveries and patents are defined in the [Fraud](https://www.brookes.ac.uk/Documents/Research/Policies-and-codes-of-practice/ip_policy/) Prevention, Anti-Bribery and Corruption Policy. Wigan Youth Zone has put in place facilities and procedures to maximise the potential benefits from such intellectual property.

**Copyright**

Subject to the following provisions, Wigan Youth Zone and employees acknowledge sections 11 and 215 of the Copyright, Designs and Patents Act 1988. All records, documents and other papers (including copies and summaries thereof) which pertain to the finance and administration of Wigan Youth Zone and which are made or acquired by employees in the course of their employment shall be the property of Wigan Youth Zone. The copyright in all such original records, documents and papers shall at all times belong to Wigan Youth Zone.

The copyright in any material produced by employees for their personal use and reference, including as an aid to teaching, shall belong to the employee.

The above clauses shall apply except where agreement to the contrary is reached by an employee and Wigan Youth Zone. Where a case arises, or it is thought that a case may arise, where such agreement to the contrary may be necessary, or where it may be expedient to reach a specific agreement as to the application of the above clauses to the particular facts of the case, the matter should be taken up between the employee and the relevant Manager. By way of example, this clause would apply where any question of assignment of copyright or of joint copyright may arise.

**GDPR**

All staff at Wigan Youth Zone must be fully aware of the Data Protection Policy and their responsibilities under the GDPR regulations. If further clarification is required, please speak to a member of the Senior Management Team.

**Financial regulations**

Wigan Youth Zone's financial regulations create a framework of financial controls within which the staff of Wigan Youth Zone must operate. These regulations are designed to protect Wigan Youth Zone and individual members of staff. Failure to comply with these regulations may lead to the loss of assets, significant delays in payments to employees and suppliers, and additional work for colleagues.

Employees must not accept gifts or hospitality that could give rise to a suspicion that they have a conflict of interest or have been influenced in a decision.

Breaches of the regulations will normally be a serious disciplinary offence. [See the disciplinary policy](https://www.brookes.ac.uk/services/hr/handbook/performance/disciplinary/disciplinary.html) for more information.

**Conflicts of interest**

The highest standards of behaviour are also expected in all areas of Wigan Youth Zone life, especially where individuals are in positions to make decisions which may have significant impact on others. In all such cases it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased.

**Access to confidential information**

Although Wigan Youth Zone strives to conduct its business in an open fashion there will be times when individuals, through their positions as members of committees, selectors/recruiters, line managers etc, become aware of confidential information, either about other individuals or in connection with Wigan Youth Zone’s commercial activities. Individuals should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information.

**Bribery Act 2010**

Under the [Bribery Act 2010](https://www.brookes.ac.uk/services/hr/handbook/terms_conditions/bribery_act.html), a bribe is a 'financial or other advantage' offered, promised or given to induce a person to perform a relevant function or activity improperly, or to reward them for doing so. The Act makes it a criminal offence to:

* offer, promise or give a bribe
* request, agree to receive or accept a bribe
* bribe a foreign public official to obtain or retain business or a business advantage
* (by an organisation) fail to prevent bribery by those acting on its behalf ('associated persons') to obtain or retain business or a business advantage for the organisation.

Small payments made to government officials or others to make something happen, or happen sooner, (commonly called facilitation payments) are likely to be bribes and unlawful under the Act.

Under the Bribery Act, individuals can be prosecuted for accepting bribes or offering bribes. In addition, Wigan Youth Zone can be prosecuted for failing to prevent bribery committed to obtain or retain business or a business advantage for Wigan Youth Zone by an employee or other individual or organisation performing services for Wigan Youth Zone.

See WYZ’s Fraud Prevention, Anti Bribery and Corruption Policy for full details.

**Use of equipment for non-work purposes**

Wigan Youth Zone will allow employees reasonable use of Wigan Youth Zones equipment and facilities, provided that authorisation has been obtained from the appropriate Manager that the use does not interfere or conflict with the work of Wigan Youth Zone, and that any costs are met by the individual.

**Private telephone calls**

Employees may use Wigan Youth Zone telephone facilities to make occasional private calls for essential or emergency matters. Private international calls are not permitted without prior authorisation. Employees who have Wigan Youth Zone provided mobile phones must reimburse Wigan Youth Zone for the use of these phones for private calls and texts etc.

Official international calls are only permitted from phones for which authorisation has been granted on a request from a Manager.

**Use of IT equipment, internet and social media**

Users of Wigan Youth Zone's IT and the internet facilities must behave reasonably towards other users and the facilities and in public areas they must behave appropriately. Users who do not behave reasonably and appropriately may be subject to disciplinary action in accordance with relevant procedures. The regulations give examples of reasonable and appropriate behaviour but are not exhaustive.

Employees may use Wigan Youth Zone internet facilities for occasional personal matters, but must not access social media for personal purposes in working hours.

**Breaches of this code**

This code of conduct has been drawn up to provide a source of guidance to Wigan Youth Zone's employees.  It is not a contractual document and can be amended at any time by Wigan Youth Zone. All staff must comply with both the provisions of this code and Wigan Youth Zone's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.