



## **ABLAZE CODE OF CONDUCT**

### **General Principles**

To be effective, the working relationship between you and Ablaze must be based on mutual respect and confidence. We try to demonstrate our concern and respect for you as an employee, trustee, contractor or volunteer and as an individual and we expect that your behaviour will earn that respect, by being responsible, constructive and mindful of others. In particular you should:

- comply with reasonable instructions on request;
- be honest and efficient in the use of the Company's time, resources, property and benefits
- work in accordance with standards of recognised good practice
- maintain good working relations with those for whom and with whom you work, and avoid obstructive behaviour or actions which threaten the health or safety of others; and
- not take alcohol to excess or non-medically prescribed drugs that may affect your ability to carry out your work effectively.

The code that follows is not exhaustive. It includes situations that give an indication of principles and expectations that constitute acceptable practice.

This policy covers trustees, employees, any worker providing services to the Company including contractors and agency workers and volunteers.

Ablaze CEO, Sally Melvin, is responsible for this policy and its effective implementation. Sally Melvin will inform all relevant parties that a Code of Conduct is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. The policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

### **Personal behaviour**

You are expected at all times to set a good example in your dress and attitudes and to present a high standard of personal integrity and conduct. Unacceptable behaviour includes verbal abuse, bullying, racial or sexual harassment, discrimination or victimisation, criminal activities or misuse of substances. Such behaviour may result in disciplinary action, including dismissal.

You should not use or permit the use of your position, title or authority to give an improper advantage to, or advance the interests of, yourself, other organisations, persons or groups.

### **Loyalty and confidentiality**

You should at all times seek to act in the best interests of the Company by:

- Devoting your best efforts to the business of the Company and neither working on your own behalf or with others in competition with the Company.
- Keeping confidential the affairs of the Company and its customers
- Acting always to minimise any risk of loss or damage to the Company

You are expected to protect the confidentiality of information obtained during your trusteeship, employment, contract or period of volunteering, held both in manual and computerised filing systems, in line with the Data Protection Act. You must not disclose any information unless authorised by a Director, required by law or undertaken with the consent of the appropriate third party.

Further information about loyalty and confidentiality can be found in the Trustee Handbook, Employment Policies and Procedures (Employees) or in your contract (contractors). Volunteers will be asked to acknowledge they have read and understood the Code of Conduct prior to starting their role.

### **Ethical Financial Conduct**

Ablaze is committed to carrying out business in a transparent and ethical way. Every trustee, employee, contractor or volunteer acting on behalf of Ablaze is responsible for maintaining the Company's reputation and for conducting company business honestly and professionally.

Ablaze will not tolerate any associated person offering, promising, giving, soliciting or accepting any bribe (whether cash, gift or other inducement) to gain any commercial, contractual or regulatory advantage for the Company in either obtaining or maintaining work, or to gain any personal advantage, financial or otherwise, for the individual or anyone connected with the individual.

Any associated person believed to be involved in any form of bribery will be subject to disciplinary action which may result in immediate dismissal. Bribery is also a criminal offence that may result in imprisonment and/or an unlimited fine for the individual and unlimited fine for the Company.

If you suspect an instance of bribery, or attempted bribery, whether or not you are involved, or if you have any related concerns, you should report this immediately to a Director. Ablaze will support any individuals who make such a report, provided that it is made in good faith.

In general, Ablaze does not believe that it is appropriate for associated persons to accept gifts from customers, suppliers or any other person or organisation with which the Company has (or might have) business connections. This is because it is important to ensure that no associated person acts in any way that is inconsistent with the Company's objectives or with the integrity of the business by accepting a gift in circumstances where it could influence, or be seen to influence, that associated person's business actions or decisions.

This policy does not apply to promotional gifts, i.e. items such as stationery or pens that bear the logo or company name of another organisation, provided that these have no significant value.

This policy applies to all associated persons and any breach of the policy may lead to disciplinary action including dismissal.

## **Receipt of gifts - disclosure**

If you receive a gift of any kind from an existing or potential business contact, you must disclose the fact of the gift, its nature and the identity of the giver to your manager or programme contact. If the gift is anything other than a small token of appreciation having no substantial financial value, you may be required to return it to the giver with a polite note thanking them and explaining that it is the Company's policy that associated persons should not receive gifts.

In cases where your manager or programme contact agrees that the gift was given to you as a token of gratitude for work carried out to a particularly high standard or for an exceptional level of service given, you may, at your manager's discretion, be permitted to retain the gift. Thus, small gifts that are genuinely given as a token of appreciation or gratitude will be acceptable, provided that you properly declare the gift in line with this policy and provided that you do not subsequently treat the person who gave the gift more favourably than other customers or suppliers.

This policy does not apply to promotional gifts, i.e. items such as stationery or pens that bear the logo or company name of another organisation, provided that these have no significant value.

## **Monitoring and review**

This policy will be monitored from time to time by the Charity to assess its effectiveness and will be updated in accordance with any changes in legislation.

*This policy was last reviewed in March 2021 and will be reviewed each year.*