



Serving and Protecting Selsey's Young People

Youth Dream (Selsey) Limited  
Registered in England and Wales  
Company Registration No. 8752886 Registered Charity No. 1155982

## **The Bridge Youth Support Centre**

### **CODE OF CONDUCT OF STAFF**

Registered Office:  
3, Selsey Business Centre, The Bridleway, Selsey, West Sussex, PO20 0RS  
Telephone: 01243 201616 E-mail: [info@youthdream.co.uk](mailto:info@youthdream.co.uk)

**Youth Dream  
February 2022**

Youth Dream has approved the following Code of Conduct and you must ensure that you comply with it in every respect and particularly the requirement to declare possible conflicts of interest.

## **Policy Statement**

Youth Dream employees are expected to give the highest possible standards of service to the public and, where it is part of their duties, to provide appropriate advice to other employees with impartiality. Youth Dream require all staff to comply with this Policy Statement and to demonstrate the highest standards of probity, honesty and professionalism.

## **Scope**

This Policy relates to all staff employed by Youth Dream.

This Policy Statement will be brought to the attention of all Youth Dream employees.

## **Legislation**

The Bribery Act 2010 details the offence which occurs when an employee accepts gifts or payment as an inducement to carry out a particular action. (see also Gifts and Hospitality Policy).

All appropriate legislation and guidance is incorporated into this Policy Statement. Procedures in regard to audits, limits on expenditure, signatories, tendering can be found in the Financial Procedures.

Youth Dream's own local conditions for employment contracts contain references to conduct and are incorporated where appropriate into this Policy Statement. In addition, Youth Dream has approved Policy Statements in areas such as Equal Opportunities and Harassment at Work and all staff are expected to behave in a way which does not conflict with those statements.

## **Policy Standards**

### **1. Disclosure of Information**

- 1.1 The law requires that certain types of information must be made available to the Board, funders, service users and the public. A written request must be received, and a decision made under the Data Protection Policy.
- 1.2 Youth Dream itself may decide to make public other types of information. However, the majority of reports, minutes and business will not be made public due to the confidential nature of the business. Guidance can be obtained from The Board in respect of reports to the Board.

- 1.3 Staff must not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way. Any information received from a fellow employee which is personal to that person and does not belong to Youth Dream, should not be divulged without the prior approval of that person.
- 1.4 The Safeguarding Policy and Data Protection Policy must always be adhered to.

## **2 Political neutrality**

- 2.1 Political neutrality must be maintained.
- 2.2 Staff who speak as a private individual directly to the press or at a public meeting should ensure that nothing they say might lead the public to the conclusion that they were representing Youth Dream's views. Staff should be circumspect in commenting publicly on topics where Youth Dream has an interest, especially as a service provider.
- 2.3 No staff will speak to the press without the specific authority of the Chair of the Board of Trustees. All enquiries from the press should be referred to the Chair of the Board of Trustees.

## **3 Relationships**

- 3.1 The local community and service users -

Staff should always remember their responsibilities to the community and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of Youth Dream.

- 3.2 Contractors -

All personal relationships with contractors or potential contractors (i.e. contractors who could bid for Youth Dream work) should be declared in writing to the Board or Manager for any contracts with a value in excess of £200. In certain cases, not to divulge such information could contravene the law.

Orders and contracts must be awarded on merit, by fair competition against other tenders, and no favouritism should be shown to businesses run by, for example, friends, partners or relatives. No part of the community should be discriminated against.

If staff engage or supervise contractors or have an official relationship with contractors and have previously had or currently have a relationship (i.e. working or friendship) in a private or domestic capacity with a contractor or potential contractor, they should declare in writing that relationship to the Board or Manager.

#### **4 Appointment and other employment matters**

- 4.1 If staff are involved in appointments, they should ensure that these are made based on merit. It would be unlawful to make an appointment which was based on anything other than the ability of the candidate to undertake the work. In order to avoid any possible accusation of bias, staff should not be involved in an appointment where they are related to an applicant, or where they or a close member of their family have a personal relationship (including friendship) outside work with him or her. Any such relationship must be declared in writing to the Manager or the Chair of the Board.
- 4.2 Similarly, staff should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner or close friend.
- 4.3 Only the Board Trustees are authorised to give employer's references on behalf of Youth Dream. It is acceptable for other staff to give character references for a colleague but they must make clear that they are writing in a personal capacity and must not use official notepaper. Staff are expected to consult the Chairman of the Board before including him/her as a reference in an application form.

#### **5 Outside commitments**

- 5.1 Staff may have conditions of service which require them to obtain written consent before taking any outside employment. They should be clear about their contractual obligations and should not take outside employment which conflicts with the Charity's interests.
- 5.2 Youth Dream has adopted the following policies:
  - (i) staff shall not engage in any other business or take up any additional appointment without the express consent of Youth Dream
  - (ii) staff may use their own time as they wish, provided additional employment or other external activities (whether paid or not) do not conflict with the Youth Dream's interests, or weaken confidence in the conduct of Youth Dream's business
  - (iii) work arising from additional employment or other outside interests may not be carried out in office time nor use made of Youth Dream resources or facilities (including typing and photocopying) for those purposes.
- 5.3 Staff should follow Youth Dream's policies on the ownership of intellectual property or copyright created during their employment as follows:
  - (i) all creative designs, writing and drawings produced by staff in the course of their duties, belong to Youth Dream

- (ii) all inventions made by staff are the property of Youth Dream if made during the course of their normal duties (which include those described in their notice of terms of employment), and those duties arising from an instruction of a relevant manager or other authorised employee of Youth Dream.

## **6 Personal Interests**

- 6.1 All staff must declare in writing to the Manager and/or Board of Trustees, non-financial interests which they consider could bring about conflict with Youth Dream's interests, for example involvement with an organisation receiving grant aid from Youth Dream, membership of a National Health Service Trust Board, and involvement with an organisation or pressure group which may seek to influence Youth Dream policies. This would not include involvement as an ordinary member of the public, e.g. in being consulted or attending meetings of an organisation on a local issue.
- 6.2 Staff must declare in writing to the Manager and/or Board of Trustees any financial interests which could conflict with Youth Dream's interests, e.g. any pecuniary interest in a business or company with whom Youth Dream might do business.
- 6.3 Staff must declare in writing to the manager and/or Board of Trustees membership of any organisation (including societies, Masonic lodges, chapters or trusts) not open to the public without formal membership and commitment of allegiance, and which has secrecy about its rules or conduct.
- 6.4 Staff must never become involved in dealing with or determining any application or request they or a member of their family, relative or personal friend make to Youth Dream. In the event of an employee being allocated such a case, he or she should immediately declare this in writing to the Manager and/or Board of Trustees.

## **7 Equality Issues**

- 7.1 Staff have an obligation to ensure that policies relating to equality issues as agreed by Youth Dream are complied with, as well as the requirements of the law. All members of the public and other employees have a right to be treated with fairness and equity.

## **8 Separation of roles during tendering**

- 8.1 Staff must be clear about the separation of client and contractor roles within Youth Dream. Employees with both a client and contractor responsibility must be aware of the need for accountability and openness.

## **9 Gifts and hospitality**

Please see separate Gifts and Hospitality Policy

- 9.1 The above Gifts and Hospitality Policy advises staff on what is acceptable and not acceptable in accepting gifts to protect staff against accusations of bribery and corruption. In this regard the Code of Conduct is important to the personal and

professional reputation of individual staff members and the professional reputation of Youth Dream.

## **10 Use of resources**

- 10.1 Staff must ensure that they use charity funds, equipment and other resources entrusted to them in a responsible manner, ensuring value for money to the local community and avoiding legal challenge to the Charity. If staff are in doubt about their obligations, they must seek advice.

## **11 Sponsorship – giving and receiving**

- 11.1 Where an outside organisation wishes to sponsor or is asked to sponsor a local Charity activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors (i.e. contractors who could bid for Youth Dream work).
- 11.2 Where Youth Dream wish to sponsor an event or service no member of staff nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure in writing to the Trustees of any such interest before any such benefit occurs. Similarly, where Youth Dream through sponsorship grant aid, financial or other means, gives support in the community, staff should ensure that impartial advice is given and that there is no conflict of interest involved.

## **12 Employee obligations**

- 12.1 The Code of Conduct has been designed to protect and safeguard the individual position and interests of staff as much as those of Youth Dream. Its aim is to encourage staff to inform Managers and/or the Board of Trustees confidentially on certain personal matters that could affect their duties at Youth Dream. Failure to follow the Code could lead to embarrassing and/or difficult situations and ultimately to an investigation under Youth Dream's disciplinary procedure.
- 12.2 Staff may, through agreed procedures and without fear of recrimination bring to the attention of the management any deficiency in the provisions of service. Normally staff would be expected to report to the Manager, but, in cases where the Manager cannot be approached, staff could approach the Chairman of the Board of Trustees. (See also the Whistleblowing Policy.)