



THE TOY PROJECT'S CODE OF CONDUCT POLICY



The Toy Project's Code of Conduct

- Fulfilling our responsibilities to a high standard;
 - Performing our 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 us;
 - 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 TOY Project;
 - 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 our area of responsibility;
 - Directing any questions regarding The TOY Project's policies, procedures, support or supervision to the relevant line manager/supervisor;
 - Keeping confidential matters confidential;
 - Exercising caution and care with any documents, material or devices containing confidential information;
 - Complying with The TOY Project's Policies on Safeguarding, Health and Safety and Conflict of Interest;
 - Undertaking relevant training to maintain and improve knowledge, skills and work practices;
 - Maintaining an appropriate standard of dress and personal hygiene;
 - Providing DBS Checks where relevant/requested
- The Toy Project employs the ACAS Grievance Procedure and Disciplinary Procedure and these will be followed in any instance of a raised grievance or disciplinary. They can be found on the shared drive.

Reviewed: 01/25

Date of next review: 01/27