**Mearns Kirk Helping Hands**

**Code of Conduct**

Mearns Kirk Helping Hands (MKHH) understands that a Code of Conduct ensures high standards and makes it clear how we will conduct our interactions with all staff, volunteers, members and participants, partners, suppliers and other stakeholders. This Code of Conduct outlines our expectations of all paid staff, volunteers and Trustees carrying out duties on behalf of MKHH, including conduct online.

***Integrity***

MKHH employees and volunteers should:

• Not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties.

• Avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

***Accountability***

MKHH employees and volunteers:

• Have a duty to comply with the law on all occasions in accordance with the trust placed in them in their role, and in such a way as to preserve public confidence in the organisation.

• Are accountable for their decisions and actions to the public, funders and those accessing MKHH services. They must submit themselves to the scrutiny that is appropriate to their role.

***Openness***

MKHH employees and volunteers:

• Should ensure that confidential material, including material about individuals, is handled with due care, and in accordance with GDPR regulations.

• Should be as open as possible about their decisions and actions that they take. They should give reasons for their decisions and actions, restricting information only when the wider interest demands.

***Honesty***

MKHH employees and volunteers:

• Have a duty to declare any interest relating to their role and take steps to resolve any conflicts that arise. Where private interest conflict with their MKHH duties, they must resolve this conflict in favour of MKHH.

• Must pro-actively make relevant declarations of interest in the different circumstances and roles they play both within and out with MKHH.

**General Conduct**

At all times MKHH expects you to conduct yourself as a representative of the organisation and behave accordingly towards colleagues and people accessing our groups and services. This includes conduct online.

* To be courteous, professional and polite to all staff, volunteers, people accessing groups and services, partner organisations and other stakeholders and to maintain an appropriate standard of behaviour with them.
* To know, understand, and carry out duties in accordance with our relevant Policies and Procedures.
* To maintain confidentiality in accordance with our Policies and with GDPR regulations.
* To respect and uphold any law affecting our people accessing our groups and services and your position with MKHH, ensuring you always act with honesty and integrity.

As an ambassador for the organisation, you are also part of a team, and should, at all times:

• Contribute to a positive and inclusive working environment.

• Ensure safe working practices in which the health, safety and welfare of colleagues and those accessing our groups and services, are not jeopardised.

***Vicky Attwood***

***April 2020***

***(Reviewed by MKHH Policy Review Working Group September 2021)***