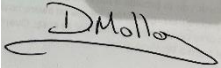
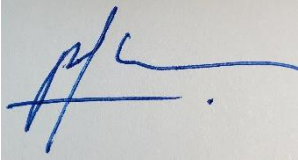




First **Star** Scholars **UK**

Code of Conduct

Date of Last Review	29/10/2024
Review Cycle	Annually
Date (Month/Year) of Next Review	10/2025
Date Policy was Ratified	29/10/2024
Named Lead for Writing/Review	Emily Hollis MBE
Signed:	Date
CEO	29/10/24
	
FSSUK Board of Trustees – Chair	
	

Applicability

First Star Scholars UK's (the charity) Code of Conduct outlines our expectations regarding employees' behaviour towards their colleagues, supervisors / trustees, volunteers, third party organisations, service users (scholars) and overall organisation.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

This policy applies to all trustees, employees, volunteers, contractors, and third-party representatives of the charity. Its requirements are reflected in other policies and procedures, agreements and contracts, as necessary.

You Must

- Act with integrity and honesty.
- Ensure that you are aware of and comply with the charity's policies.
- Undertake any necessary training for your role.
- Listen to and respect other staff, volunteers, beneficiaries and other stakeholders.
- Promote relationships that are based on openness, honesty, trust and respect.
- Treat everyone fairly and without prejudice or discrimination.
- Ensure language is appropriate and not offensive or discriminatory.
- Ensure any equipment is used safely and for its intended purpose.
- Challenge any unacceptable behaviour and report any breaches of this Code of Conduct or any concerns without delay to a director.
- Report any allegations/suspensions of abuse or fraud.
- Respect everyone's right to personal privacy and ensure that any personal information is kept secure and not disclosed.
- Volunteers are not obligated to work at specific times, but if you commit to doing something and are unable to, ensure that the charity is made aware as soon as possible.

You Must Not

- Allow concerns or allegations to go unreported.
- Develop inappropriate relationships such as contact with children or vulnerable people that is not a part of the work of the charity or agreed with the trustees.
- Share your personal contact details (mobile number, email or address) or have contact with a beneficiary or vulnerable person via a personal social media account.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of anyone.
- Act in a way that can be perceived as threatening or intrusive.
- Make inappropriate promises to young or other vulnerable people, particularly in relation to confidentiality.
- Act in a way that could adversely affect the reputation of the charity.

Policy elements

Charity employees, volunteers and trustees (further referred to as employees) are bound by their contract to follow our Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with Law

All employees must protect our company's legality. They should comply with all environmental, safety, fair dealing and associated laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the Workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimisation. Employees should conform with our 'Anti Bullying and Harassment Policy' and our 'Equality, Diversity and Inclusion Policy' in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Should not misuse company equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.
- Should protect company facilities and other material property from damage and vandalism, whenever possible.

Professionalism

All employees must show integrity and professionalism in the workplace.

Personal appearance

All employees must dress smartly. We adopt a smart casual dress code, with no open toe shoes for health and safety reason.

Corruption

We discourage employees from accepting gifts from clients. We prohibit briberies for the benefit of any external or internal party. For further information, please refer to our Financial Controls Policy

Job Duties and Authority

All employees should fulfil their job duties with integrity and respect toward service users, stakeholders and the community. Directors and line managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow trustee/line manager instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

Safeguarding

We take safeguarding extremely seriously at the charity and safeguarding is everyone's responsibility. We work with and support children and vulnerable adults and must ensure their safety at all times. You must remain vigilant to any safeguarding concerns, reporting them to the Designated Safeguarding Lead (DSL) immediately. Employees must follow our safeguarding processes and procedures at all times. For further information please refer to our Safeguarding Policy which also forms part of the employee code of conduct.

Health and Safety

The health and safety of everyone who uses and is involved in our charity is incredibly important and everyone is responsible for health and safety in the workplace. You must remain vigilant to any health and safety concerns, reporting them immediately. Employees must follow our health and safety processes and procedures at all times. For further information please refer to our Health and Safety Policy which also forms part of the employee code of conduct.

Absenteeism and Lateness

Employees should follow their work schedules / contracts. We can make exceptions for occasions that prevent employees from following their standard working hours or days but, generally, we expect employees to be punctual when coming to and leaving from work.

Conflict of Interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties. For further information, please refer to our Conflict of Interest Policy.

ICT Use

We expect employees to only use ICT for what is deemed to be acceptable usage. For further information, please refer to our Acceptable ICT Use Policy which also forms part of the employee code of conduct.

Social Media

We expect employees to use social media responsibly, with clear and tight privacy restrictions in place on personal accounts. For further information, please refer to our Acceptable ICT Use Policy which also forms part of the employee code of conduct.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Communication

All employees must be open for communication with their colleagues, trustees/line managers, team members, service users and any stakeholders.

Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits the charity offers.

Policies

All employees must read and follow our company policies. All policies form part of the employee code of conduct. If you have any questions, you should ask the Director of Operations for guidance and clarification.

Disciplinary Actions

Our company may have to take disciplinary action against employees who fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

The charity follows the ACAS Code of Practice on disciplinary and grievance procedures:

<https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures/html>

For further information, please refer to our Disciplinary Policy.

Other documentation

This policy should be read in conjunction with:

- Disciplinary Policy
- Health and Safety Policy
- Safeguarding Policy
- Acceptable IT Use Policy
- Conflict of Interest Policy

Version Control - Approval and Review

Version No.	Approved by	Approval Date	Main Change	Review Period
1.0	Diarmuid Molloy	29 October 2024	New policy format approved	Annually

Code of Conduct Acknowledgement

I have read, understood and agreed to comply with First Star Scholars UK’s Code of Conduct.

Name	
Signed	
Date	