



Aspire 2 Policy	Code of Conduct
Approved By	Charlie Clare, Chair of Trustees
Approval Date	11th September 2023
Reviewed Every	2 Years
Review Date	11th September 2025

Code of Conduct

Everyone who works with Aspire2, including team members, trustees, officers, consultants and volunteers are expected to follow Aspire2's Code of Conduct at all times.

Conduct and Performance

1. You must adhere to Aspire2's policies and procedures.
2. During working hours, you are representing Aspire2 and should maintain professional business conduct. This includes using appropriate oral and written communication in all interactions.
3. Aspire2 does not seek to dictate how employees conduct themselves in their personal lives outside work, However, unlawful antisocial or other conduct which might jeopardise Aspire2's reputation and position will be dealt with under the Disciplinary Policy and Procedures. Employees who have any doubts whether their outside activities could overlap or conflict with the interests of Aspire2 should discuss this with the development manager or the Chair of Trustees
4. Employees of Aspire2 will need to visit a variety of settings, eg. schools, commercial settings and outdoor education centres and clothing should be appropriate for each. If you need further guidance, please speak with your line manager.
5. Any sensitive or confidential discussions should take place in private spaces e.g. meeting rooms. Please be mindful of confidentiality when travelling e.g. conversations may be overheard.
6. You may conduct personal business in the office and during working hours if needed and within limits. We ask that personal business takes place in private and using personal methods of communication.
7. You must not be under the influence of alcohol or illegal drugs while at work – whether in the office or elsewhere. However, responsible consumption of alcohol is allowed if you are at a work event where alcohol is being served e.g. team social, dinner etc.

Relationships with other team members, external partners and the public

1. You should treat all team members, external partners and members of the public with dignity and respect and observe the values and the culture of the Charity.
2. You must not behave in a way that may violate the anti-bullying and anti-harassment policy.
3. You should promote the interests of the Charity and not make any statements that will damage the reputation of the Charity or any of its members externally.
4. You should not divulge or make public any confidential Charity information in any manner, including but not limited to social media,
5. You should take care with the content of all written materials you prepare for publication which identify (or are capable of identifying) any individual and ask your manager if you are not sure what is acceptable to say.



When making personal social media postings, you should state that you are speaking on your own behalf and that your views do not represent those of Aspire2. If you are unsure about the appropriateness of any statement or posting, please refrain from posting it until you have discussed it with the Development Manager. If you see social media content that disparages or reflects poorly on Aspire2 or any of its team, please inform the Development Manager rather than responding to it directly.

Following a full investigation into the matter, employees or others within its scope who fail to comply with this Code of Conduct could be subject to disciplinary action up to and including dismissal. If, through their actions or omissions, employees are found to be in contravention of their legal responsibilities Aspire2 reserves the right to take appropriate legal action at its sole discretion.