



# RETAS LEEDS

## Code of Conduct – September 2018

RETAS Leeds has a duty to provide a professional, safe and confidential service for all our service users. This can only be achieved if staff, volunteers, Trustees and service users accept the rights and responsibilities they have to themselves and each other.

The aim of this Code of Conduct is to make clear to the public, service users, other service organisations, staff, volunteers and Trustees, the standard of professional conduct that they can expect of RETAS Leeds.

To ensure a professional, safe and confidential service therefore, it is expected that staff, volunteers, Trustees and service users abide by the following:

### Do:

- Respect service users, staff, volunteers and Trustees regardless of their race, religion, gender, sexual orientation, age, disability or immigration status;
- Respect cultural differences
- Be responsible for your own behaviour
- Respect people's right to privacy
- Remember and ensure the environment remains a safe, confidential place

### Don't:

- Abuse, bully, intimidate or cause harassment to any other service user, member of staff, volunteer or Trustee. This includes:
  - making statements or jokes that are ageist, racist, homophobic and disablist or discriminate on the grounds of religious belief;
  - assaulting or attempting to assault anyone on the premises, or any other venue where you may come into contact with staff, volunteers, service users or Trustees of RETAS Leeds;
  - behaving in an aggressive or disruptive manner, such as swearing, shouting and/or using offensive language;
  - viewing or distributing offensive material, including the use of internet and email facilities;
  - vandalising or causing wilful damage to any property belonging to RETAS Leeds;
  - endangering the health and/or safety of yourself or others;
  - engage in talking about others in a derogatory manner
- consume, buy or sell illegal substances, or alcohol, on RETAS Leeds premises (if you are under the influence of alcohol or illicit drugs, RETAS Leeds has the right to ask you to leave)
- smoke on the premises

This list is not exhaustive and other behaviours which could bring RETAS Leeds into disrepute may be considered for sanction.



## **REVIEW**

The effectiveness of this policy and associated arrangements will be reviewed annually by the Board of Trustees under the direct supervision of the RETAS Chief of Executive.

Review Date: September 2019