

## **CONDUCT AND BEHAVIOUR POLICY**

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Marlborough Youth Trust ensures that all employees, volunteers and Trustees conduct themselves in a way that will encourage working relationships, encourage a safe working environment and maintaining confidence in the work undertaken at MYT.

To ensure MYT is a safe and harmonious environment, we will expect a reasonable standard of behaviour and performance from all employees, volunteers and visitors.

### **1. Employees/Governance/Volunteer Responsibilities (all members):**

#### **External and Internal Relationships**

- All members are to respect the policies and procedures outlined by MYT, whereby encouraging all members to act in a manner not to compromise Marlborough Youth Trust.
- All members have the same rights of free speech and independence in the conduct of their private affairs
- All members will do their best to avoid behaviour which might endanger or cause distress to their colleagues, or otherwise contribute towards disruption of the workplace.
- All members will do their best to not allow workplace relationships to adversely affect the performance of their duties.
- All members will respect the privacy of individuals when dealing with personal information.
- All members will not discriminate or bully or intimidate individuals.
- All members will have respect for the safety of others, including the use of property and resources belonging to MYT.
- All members should avoid circumstances in which their personal interest's conflict with the interests of MYT but should also avoid those circumstances in which there could be the appearance of such conflict.
- All members acknowledge that they must observe the principles of fairness and impartiality in all aspects of their work.
- All members must not solicit or accept gifts, rewards, or benefits which might compromise, or be seen to compromise, their integrity and the integrity of MYT.

- Where offers of gifts or inducements are made, or in the case of employees receiving gifts or inducements; the MYT Chairperson will determine the appropriate response.
- All members should avoid any activities, whether connected with their official duties or otherwise, which might bring MYT into disrepute, or jeopardise relationships with work colleagues, Board members or patrons.
- All members should treat others with integrity, respect, courtesy, and honesty and try to respect and seek to understand differences of opinion and practices that will be present in the workplace.
- All members should never direct or use offensive language when speaking to colleagues, clients and others that they may have a working relationship with.

### **Public Debate and Discussion**

MYT employees have the same right to comment on matters of public policy as any other private individual. However, employees are not permitted to make such comment as representatives of, or with reference to Marlborough Youth Trust.

Before considering participation in public debate or discussion over any matters relating to their profession or that could impact on their employment with Marlborough Youth Trust, employees must discuss their participation with the Chairperson and obtain specific approval to make any public comment whatsoever i.e. Marlborough Youth Trust remains politically neutral.

### **Media/Press Releases**

MYT employees and Trustees have approval to talk to the media or to submit articles/press releases, which reflect a positive image of Marlborough Youth Trust. It is recommended that articles are submitted to Trustees for review, where able.

### **Professional Boundaries**

All members must at all times maintain a professional relationship with clients therefore employees are not permitted to:

- Give clients gifts/favours and/or money.
- Accept gifts and/or favours including money or free goods/services from clients.
- Contact a client outside of normal working hours.

- Permit a client to make contact outside of normal working hours.

**Relevant legislation and information:** Marlborough Youth Trust Policies and Procedures

**Chairperson:**  **Date:** 19.06.2024

<b>Date Approved:</b>	<b>June 2024</b>
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