

## **TransLeeds Professional Conduct Policy**

This policy applies to all volunteers, staff and trustees of TransLeeds whenever undertaking TransLeeds activities or activities that may reflect upon TransLeeds.

TransLeeds has a zero tolerance discrimination policy- no member of staff, trustee or volunteer is permitted to discriminate based on the protected characteristics set out in the Equality Act (2010).

All trustees, staff members and volunteers must:

- Follow all TransLeeds policies and relevant legislation at all times
- Treat other TL staff, volunteers, trustees and service users with respect, regardless of their own views
- Respect and care for property, both tangible and intangible- for example, MESMAC meeting rooms, trademarks and intellectual property, binders in the binder library, badge making equipment, etc
- Follow instructions when using equipment, and not operate equipment without proper training
- Protect property from damage or vandalism
- Show integrity and professionalism
- Not take bribes, and must declare any gifts to trustees
- Not use resources intended for service users for themselves
- Fulfil their job duties to the best of their ability, and make the coordinator aware of any difficulties affecting their job duties
- Not use their position to exploit or harm others, or unjustly gatekeep access to services or support
- Follow instructions from board of trustees
- Follow the TransLeeds confidentiality agreement
- Declare any conflicts of interest as soon as they arise, to the coordinator and/or the chairperson
- Communicate absences with coordinator (for staff) and/or chairperson (for trustees). No one will be penalised for absences due to ill health, however the minimum attendance of staff/trustee meetings must be met (6 staff/trustee meetings in a year)
- Ensure all policies are followed whenever undertaking TL activities or other activities that may reflect on TL
- Seek support whenever necessary, from the Coordinator, Chairperson or other member of the TransLeeds team as appropriate
- Be accountable for their own actions and alert the Coordinator/Chairperson to any problems as soon as they are identified
- Respond to messages from other staff/trustees and service users in a timely manner, within 48 hours at a minimum (except for during periods of absence)
- Be aware and respectful of the customs, beliefs, practises, and values of others
- Make it clear when you are speaking in a personal capacity or on behalf of TransLeeds, in both written and verbal communication, whenever it may not be immediately clear
- Be aware of the balance of power when interacting with service users, even when that interaction is in a personal capacity and not on behalf of TransLeeds, and ensure no harm is coming to service users due to the staff member/trustee/volunteer's actions