



Groundwork Sheffield

Code of Conduct Policy

GWS 051

Approved by the Board of Trustees July 2015

**Contents**

1. Introduction
2. Our Values
3. Our Behaviours
4. Duty of Care
5. Ethics
6. Confidentiality
7. Pricing
8. Intellectual Property and Moral Rights
9. Quality
10. Equality, Diversity and Discrimination
11. Ethical Procurement

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Version	4	Date of next review:	July 2016
		Author	DA

## 1. Introduction

Groundwork Sheffield's values and behaviours are essential to enable us to fulfil our potential. We expect all our employees, volunteers, contractors and board members to act in accordance with our values and behaviours.

## 2. Our Values

- Action - We will always endeavour to ensure real, practical and tangible change
- Empowerment - We are committed to helping people improve the quality of their lives
- Equality & Diversity – valuing difference and treating everybody with respect
- Integrity & Professionalism – maintaining personal and professional standards
- Innovation & Learning – always looking for new and better ways of working
- Partnership – working with others to deliver maximum benefits
- Information, Advice & Guidance – providing support for individuals in their choice of career, learning, work and life goals
- Probity - value the public and private funding we receive and recognise our responsibility to our funders to use those funds effectively for the purpose they were given to us.
- Subsidiarity – making decisions at a level as close as possible to the communities we serve
- Sustainability – respecting nature's limits and the need of future generations
- Trust – always deal with people honestly

## 3. Our Behaviours

All parts of Groundwork have agreed and are committed to the following behaviours to better achieve our purpose:

- Mutual respect, support and professionalism at all times
- Sharing of experience and ideas for mutual benefit
- Honouring all agreements reached in honesty and good faith
- Delivering equality of opportunity
- Ensuring best employment practice
- Improving our environmental performance in all our operations and policies
- Demonstrating sustainable development principles and practice
- Striving for excellence in all we do

## 4. Duty of Care

Groundwork Sheffield ensures that its staff and contractors adhere to our policies on safeguarding children and vulnerable adults, lone working and health and safety. These policies are available on request. All of our delivery staff are DBS checked.

## 5. Ethics

Groundwork Sheffield is committed to conducting our services honestly and openly and expect that our clients and suppliers will do the same.

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## 6. **Confidentiality**

Groundwork Sheffield is committed to maintaining the highest level of integrity in all of our dealings with clients, both in terms of commercial confidentiality and the protection of all personal information received in the course of providing the services concerned, in line with the Data Protection Act. We fully extend the same principals and standards to our customers, staff, suppliers and associates.

## 7. **Pricing**

We continually strive to ensure that our fees are fair and competitive. Whenever possible we agree our fees and basis of charges clearly in advance.

## 8. **Intellectual property and moral rights**

Groundwork Sheffield retains the rights in, and ownership of, all intellectual property that we create, unless agreed otherwise in advance with our clients. In return we respect the moral and intellectual copyright vested in our client's intellectual property.

## 9. **Quality**

Groundwork Sheffield maintains the highest quality of our services through regular ongoing reviews with our clients. We encourage regular review meetings and provide regular progress reports. We have been accredited under a number of quality schemes; including Investors in People, BS8555, CHAS, and Matrix IAG accreditation.

## 10. **Equality, Diversity and Discrimination**

We always strive to be fair and objective in all our advice, information and actions and we are never influenced in our decisions, actions and recommendations by issues of gender, race, creed, religion, colour, marital status, age or disability. We value and welcome diversity and wholeheartedly support the principle of equality of opportunity and fully oppose all forms of unlawful or unfair discrimination. We welcome the diversity of tradition, culture and belief within the communities we serve and seek to ensure that our decisions and actions reflect that diversity through our programme practice, governance, staffing and operations. We have adopted our equality and diversity policies in order to successfully deliver their purposes; ensure that it continues to meet the expectations of all stakeholders, including funders; and guides our behaviour and values, both internally towards our staff and volunteers, but also externally to all suppliers, associates, stakeholders, communities and customers.

## 11. **Ethical Procurement**

We take social and environmental factors into consideration alongside financial factors in making decisions on the purchase of goods and the commissioning of services. Our purchasing decisions should, where practicable, consider whole life costs and the associated risks and implications for society and the environment.

The same principle of fair and honest dealings must be extended to all others with whom our suppliers do business; including employees, sub-contractors and other third parties and their local communities.

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Sustainability requirements will be considered and where appropriate will be specified in initial tender documentation for both suppliers and contractors, to ensure suppliers and contractors are aware of our environmental and social criteria at an early stage in the tender process.



Signed:

(Chair)

Date: 30<sup>th</sup> July 2015



Signed:

(Executive Director)

Date: 30<sup>th</sup> July 2015

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