



Somewhere to Go Ltd

St John's Church Hall, 4a Boulevard, Weston-super-Mare, BS23 1NA

April 2025

## **HR02 Code of Conduct - Employees & Volunteers Policy - V.2**

Somewhere To Go Ltd is a charity with the aim: to relieve poverty and distress among the most disadvantaged in the community, by providing a space where people can feel welcome and comfortable and create an environment which will enhance self worth & self esteem. To offer nourishing food, clothing; to facilitate access to medical & welfare services; help with housing and benefits.

### **Responsibility**

The Board of Trustees has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

It is the responsibility of line managers to communicate the requirements of this policy and procedure to their employees. All staff including volunteers must comply with this policy and other associated policies and procedures. It is the staff members responsibility to ensure that they have read and understood all the relevant policies and procedures and if for any reason they are unclear they seek the guidance of their line manager.

This policy will enable Somewhere to Go to demonstrate its commitment to keeping safe the vulnerable adults with whom it works.

### **Scope**

This policy applies to all Somewhere To Go Ltd staff and volunteers working in all properties owned or managed by Somewhere To Go Ltd, who are supporting or helping to deliver Somewhere To Go services.

### **Queries**

If there are any queries relating to this policy please contact the Board of Trustees.

### **General Conduct**

Employees are expected to carry out your duties in accordance with the policies and procedures of Somewhere To Go Ltd. High standards of personal conduct at work are expected of employees. Employees should show courtesy, efficiency, reliability and punctuality.

### **Financial conduct**

Employees must ensure that they use funds and resources entrusted to them for the purpose intended, and in a responsible and lawful manner. They should seek to safeguard such funds and resources from abuse, theft, or waste. They should strive to ensure value for money for

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Somewhere To Go Ltd, its clients and any public or charitable funding body which supports the work of Somewhere To Go Ltd.

Employees must be aware that it is a serious criminal and disciplinary offence to corruptly receive or give any gift, loan, fee, reward or other advantage in return for doing (or not doing) anything, or showing favour (or disfavour), to any person or organisation.

### **Confidential reporting**

If you become aware of any deficiencies in service delivery, breach of this Code or other procedures, or other impropriety, you should report this to the Charity Services Manager or a Member of the Board of Trustees. Somewhere To Go Ltd has procedures to ensure that you can do this without any fear of recrimination or punishment.

### **Failure to follow the Code of Conduct**

Employees should recognise that failure to follow this Code of Conduct may damage the reputation of Somewhere To Go Ltd and its work and so will be viewed as a disciplinary matter, to be dealt with under normal disciplinary procedures.

### **Relationships - Board members**

You are responsible to the Board of Trustees through the line management structure. If your work brings you into contact with board members, mutual respect between you and them is essential to the good running of Somewhere To Go Ltd. You should not try to use informal channels to influence board members on matters of board business.

### **Relationships - Clients**

If you are involved in the delivery of services, you should always remember your responsibilities to the clients and community you serve, and ensure courteous, efficient and impartial service delivery to all groups and individuals.

You should always give your name and job title to any client or member of the public with whom you have contact.

A sexual/intimate relationship between staff, volunteers, Board members and clients is forbidden.

In circumstances where mutual attraction exists between a member of staff or volunteer or client, one of the parties will be expected to leave. This will normally be the member of staff, volunteer or Board Member.

You must not invite or influence a client to make a will or trust under which employees are named as executor, trustee or beneficiary.

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Employees may not receive loans from clients, and may not give loans from your personal money to clients.

### **Relationships - Contractors**

All current or past relationships of a business or private nature with external contractors, or potential contractors, should be declared to your manager. This applies whether or not you personally are involved in the appointment or supervision of contractors.

### **Equality**

Employees should ensure that the policies of Somewhere To Go Ltd concerning equality issues are complied with, both in the letter and the spirit. Equality issues affect every area of Somewhere To Go Ltd's work – in provision of services, purchasing decisions and as an employer. All members of the local community, residents, suppliers and employees have a right to be treated with fairness and equity.

### **Ensuring impartiality**

In order to avoid any possible accusation of bias, employees must not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with him or her. Any such relationship should be declared to their manager, whether or not you are involved in the appointment process.

Similarly, employees should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner or close personal friend.

Employees must not canvas the support of colleagues or board members for any candidate applying for employment. They must also resist and report any attempt by others to do so.

### **Outside Activities**

Employees' activities outside the workplace are their own business, but in some circumstances could overlap or conflict with the interests of Somewhere To Go Ltd. If in any doubt, employees should declare the matter to your manager, and seek any necessary written permission. Employees must obtain written permission before undertaking outside activities if their official duties overlap in some way with the proposed activity, if it arises through their work, or if it makes use of material to which they have access by virtue of your position. This applies equally to unpaid or voluntary activity as to paid work.

### **Paid employment**

Employees must obtain written consent to take any outside paid employment. You should be clear about their contractual obligations and should not take outside employment which conflicts with the interests of Somewhere To Go Ltd. When they are offered payment for writing or speaking on work-related activities, the sums obtained must be paid to Somewhere To Go Ltd.

### **Gifts and Hospitality**

Please see Gifts and Hospitality Policy.

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**Declaration of Interests**

Employees must ensure that your private or personal interests do not influence their decisions, and that they do not use their position to obtain personal gain of any sort, either for themselves directly, or for family, friends or associates.

**Membership of certain organisations**

You should declare to your manager if you are a member of any organisation not open to the public which has secrecy about its rules or membership or conduct.

**Policy Review**

This policy will be reviewed every 2 years in accordance with government and local publications.

This policy will be reviewed in March 2027.