

ACTIVE LANCASTHIRE CODE OF CONDUCT

Our Code of Conduct sets out our expectations for the standards of behaviour of all our paid staff and volunteers in order to uphold our Values:

Working Together



We drive partnerships and work collaboratively

Everyone counts



We value, respect and appreciate every voice

Forward Thinking



We are innovative, bold and drive to improve

Influencing change



Inspire others to change behaviours and improve lives



Passion
We are passionate about what we do and care how we do it



People first
People are at heart of everything we do

Working Together

- ▶ We recognise the positive outcomes of working collaboratively, and will cooperate fully with our colleagues and partners and comply with all reasonable management instructions.

We are committed to empowering our staff to eliminate any instances of offensive, intimidating or hostile behaviour; we will not tolerate bullying or harassment in any form.

Everyone Counts

- ▶ We will behave in a respectful, professional and polite manner and support Active Lancashire's commitment to the provision of equal opportunity, inclusivity and diversity.
- ▶ We will seek to ensure that all members of our team are respected and supported to perform to their full potential, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex, criminal convictions or any other factor.

Forward Thinking

- ▶ We recognise that the success of Active Lancashire depends on every member of the team having the relevant skills, knowledge and competence, and are therefore committed to ensuring we full potential through our Continuous Professional Development, including both formal and informal activities.
- ▶ We are responsible for our own development and for actively contributing to discussions with our line managers regarding our individual needs, undertaking personal development activity, supporting other team members in theirs and assessing the impact of our development activity.

Influencing Change

- ▶ We are committed to our leadership role within our sector, and will endeavour to be sources of emerging trends. Whenever possible we will adopt best practice, and encourage others to do the same.
- ▶ We are aware of the importance of our governance and strive to understand and act in the interest of our teams and the public. We will ensure our behaviour and actions comply with all current UK legislation and with Active Lancashire's policies and we will bring any legitimate concerns to the attention of our Leadership Team.
- ▶ We will uphold and further Active Lancashire's positive public image, both in person and through any social media profile or online presence.

Passion

- ▶ We will maintain a good standard of performance at all times and complete our working hours every week in accordance with our Employment Contracts and our Working Hours Policy.
- ▶ We understand the motivating impact of regular collaboration with our colleagues, and will commit to attending all team meetings and staff development sessions, either in person or online as needed.
- ▶ We recognise the impact that business operations can have on the environment, and are committed to finding ways in which we can reduce the impact of our work both in the office and when working from home.

People First

- ▶ We will always do our best to protect the health, safety and wellbeing of our team and those who come into contact with us. We will make ourselves aware of our Health & Safety and our Safeguarding policies and procedures and report any accidents, incidents or concerns according to those policies.
- ▶ We are committed to ensuring that an individual's privacy and confidentiality are maintained and that measures are in place to ensure data is protected, therefore we will comply with current principles of data protection and information sharing guidance.

IF YOU HAVE ANY CONCERNS AROUND SAFEGUARDING, WELFARE OR BEHAVIOUR, PLEASE CONTACT ONE OF THE FOLLOWING TEAM MEMBERS:

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