

Young Enterprise

Code of Conduct

The purpose of this Code of Conduct is to provide Staff Members and Volunteers with clear guidelines as to their standard of behaviour, responsibilities and best practice in fulfilling their obligations to Young Enterprise. The Code is intended to prevent where possible situations which might give rise to disciplinary action including summary dismissal.

Each Staff Member & Volunteer:-

1. GENERAL CONDUCT

- 1.1 Will abide by the Guiding Principles, Policies and Procedures of Young Enterprise in all activities.
- 1.2 Will inform Young Enterprise of any relevant police record or other factor, or any change in his/her circumstances, which may make him/her unsuitable either as a Young Enterprise Staff Member or Volunteer, or for any particular Young Enterprise activity.
- 1.3 Will not behave in any way, physically or verbally, or through any other medium that could be offensive to a Staff Member, Volunteer or Student.
- 1.4 Will treat all those they come into contact with in a professional manner and with courtesy.
- 1.5 Will not bring the organisation into disrepute.
- 1.6 Will not use Young Enterprise to bring financial advantage to him/herself or to any business in which the Staff Member or Volunteer may have an interest e.g. by directly selling his/her own company's products or services.
- 1.7 Will be punctual and presentable and dress in a professional manner.

2. CONFIDENTIALITY

- 2.1 Will not at any time disclose information that:-
 - is or has been acquired during the course of employment or voluntary position, or that has otherwise been acquired in confidence;
 - relates to our business, or that of other persons or bodies with whom we have dealings of any sort; and
 - has not been made public by, or with our authority;

3. WORKING WITH STUDENTS

- 3.1 Recognises that the role of a Young Enterprise Staff Member and Volunteer places him/her in a position of trust with regard to all students, the Young Enterprise organisation, and to colleagues in the volunteer and staff network, and undertakes to uphold that trust all times.
- 3.2 Will not knowingly place him/herself in a situation where the Staff Member or Volunteer is alone with any Student and will endeavour to ensure that there are several Students and where possible another adult in attendance at any meetings.
- 3.3 Will not offer individual Students a lift in a car (although groups may be transported where there is suitable insurance cover in place).

3.4 Will not make arrangements to contact, communicate or meet with Students outside the normal activities of the education system unless it is within the context of an approved Young Enterprise activity (e.g. Trade Fairs, Skills Training Workshops etc) that has been agreed and approved by the Link Teacher/Lecturer in advance.

3.5 Remembers at all times that interactions between him/herself and Students must be such that no reasonable person observing that interaction could construe its nature as abusive.

3.6 Will comply with the Young Enterprise Care & Welfare of Vulnerable People Policy (Incorporating Child Protection).

4. HEALTH & SAFETY

4.1 Must not take any action that could threaten the health or safety of themselves, Students, other Staff Members, Volunteers or Members of the Public.

4.2 Will report all accidents and injuries at work, in accordance with the reporting procedures detailed in our Health & Safety Policy.

5. PERSONAL GIFTS

5.1 Must observe the highest standards of honesty and integrity by not abusing their position and accepting significant gifts for personal gain.

6. PERSONAL RELATIONSHIPS

6.1 Recognises that where a relationship occurs between two Staff Members, a Staff Member and Volunteer, or Staff Member and a Link-Teacher it should be declared as soon as possible to Human Resources or a Senior Member of Staff who will advise Management so that they can consider whether any action should be taken in relation to a possible conflict of interest.

6.2 Is aware that personal, emotional or sexual relationships between a Staff Member or Volunteer and a Student are considered inappropriate and are therefore unacceptable. However, Young Enterprise recognises that there may be times when a Staff Member, Volunteer or Link Teacher may have a pre-existing parental/family relationship with a Student and asks that it should also be declared to Human Resources or a Senior Staff Member who will advise Management so that they can consider whether any action should be taken in relation to a possible conflict of interest.

7. DRUGS & ALCOHOL

7.1 Recognises that the use of drugs and alcohol may impair the safe and efficient running of the business and/or the health and safety of Students, Staff Members, Volunteers or Members of the Public.

7.2 Will not allow their performance or attendance at work to be affected as a result of alcohol or drugs in accordance with our Alcohol and Drugs Policy.

8. EQUAL OPPORTUNITIES

8.1 Will ensure that there is no discrimination on grounds of race, colour, nationality - including citizenship – or ethnic national origins, disability, age, gender, sexual identity, married or single status, or religious affiliation or offending background.

8.2 Will ensure that no one is disadvantaged by any condition or requirement that cannot be shown to be justifiable.

I understand that by accepting employment or a voluntary position with Young Enterprise I am agreeing to abide by this Code of Conduct.