

Pawsitive Squad CIC Code of Conduct

INTRODUCTION

1. This code of conduct applies to all staff, including managers, shareholders, paid staff, volunteers, sessional worker and students or anyone working on behalf of Pawsitive Squad CIC. Pawsitive Squad CIC expects its staff and volunteers to be scrupulously impartial and honest in all affairs relating to the Company and their job within it. All staff also bear a responsibility as employees or volunteers to act as ambassadors for the Company in terms of their general conduct both within and outside the organisation. This policy outlines the responsibilities of staff and volunteers working for the Company.

2. The duties of an employee or volunteer are embodied in Common Law and built on by Statute.

Under Common Law the duties of an employee or volunteer are as follows:

- to be ready to work;
- to offer their services personally: for example, they must not subcontract the work for which they are employed, or they volunteer to do.
- to take reasonable care in the exercise of that service, including the duty to be competent at work and to take care of the Company's property;
- to not wilfully disrupt the Company's business;
- for employees to obey reasonable orders as to the time, place, nature and method of service;
- to work only for the Company in the Company's time;
- to disclose information to the Company relevant to the Company's business: for example, that they might know or discover;
- to hold solely for the Company the benefit of any invention relevant to the business on which the Company is engaged;
- to respect the Company's service and trade secrets;
- in general, to be of good faith and do nothing to destroy the trust and confidence necessary for employment or volunteering;
- to account for all benefits – monetary or in kind - received during employment;
- to not give or receive bribes or otherwise act corruptly
- to indemnify the employer for loss caused by the employee.

3. United Kingdom Statute places further responsibilities on individual employees regarding their own behaviour and their behaviour towards other employees and volunteers.

STANDARD OF CONDUCT REQUIRED BY THE COMPANY

Bribery and Other Corrupt Behaviour

4. Pawsitive Squad CIC has a strict anti-bribery and corruption policy in line with the Bribery Act (2010). A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

Pawsitive Squad CIC is a community interest company registered in England and Wales no: 1145 1119

5. If an employee or volunteer bribes (or attempts to bribe) another person, intending either to obtain or retain business for the company, or to obtain or retain an advantage in the conduct of the company's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances the employee will be subject to formal investigation under the Company's disciplinary procedures and volunteer policy, and disciplinary action up to and including dismissal or termination of volunteer arrangement may be applied.

Attendance at Luncheons, Receptions, visits etc

6. Where it is evident that the work of Pawsitive Squad CIC will be facilitated, invitations to attend receptions, luncheons, visits etc. may be accepted under the following rules:

- no employee or volunteer may accept an invitation without first obtaining the approval from the Pawsitive Squad CIC leadership team.
- in exceptional circumstances, where it is not possible to seek prior approval, the facts should be reported immediately afterwards;
- if addressed personally, such an invitation may not be transferred to another employee or volunteer, except with the consent and approval of the leadership team as above and with the concurrence of the party issuing the invitation;

Identification

7. Employees and volunteers who have been issued with identity badges should wear or carry these whilst carrying out their duties.

Confidentiality

8. At all times confidentiality must be maintained. No information can be released to unauthorised persons or organisations. The Business Owner or other Senior Managers of the Company will inform employees and volunteers of those authorised to receive information.

9. If doubt exists as to the validity of an organisation or individuals to receive information, this must be checked with the leadership team.

Political and civic activities

11. It is not the intention of Pawsitive Squad CIC or this policy, to dissuade employees from participating actively in public duties. It is important, however, that by doing so there is no suggestion to a third party that the employee is acting on behalf of, or with the support of, Pawsitive Squad CIC. To avoid any misunderstanding, no Company employee or volunteer should permit his or her company affiliation to be noted in any outside organisation's materials or activities without the express written approval of a member of senior management.

General Conduct

12. Employees and Volunteers should at all times conduct themselves in such a way as to enhance the reputation of the Company.

13. Pawsitive Squad CIC will support employees or volunteers who become aware of and are willing to report breaches of this policy or who genuinely believe that a breach is occurring, has occurred or is likely to occur within the business. Employees and volunteers should raise the issue internally with a member of the leadership team or in accordance with the Company's Policy on Disclosing Information ('Whistleblowing').

14. These standards of conduct are intended to underpin and clarify standards required by Pawsitive Squad CIC, of its employees and volunteers and form a fundamental part of the employment contract or volunteer agreement. Staff or volunteers who fail to comply with the guidance detailed in this Policy could be subject, following full

investigation, to disciplinary action up to and including dismissal or termination of volunteer agreement. If through their actions or omissions staff or volunteers are found to be in contravention of either this Policy or, indeed, their legal responsibilities then the Company reserves the right to take legal action if it deems it to be necessary to do so.

Date last reviewed: 24/03/2022 by Heather Pyne



Next review due by: 1/3/2022