

# Victoria Community & Youth Centre

## Code of Conduct Policy

### Review

This document will be reviewed and updated to reflect changes in legislation that would require Victoria Community & Youth Center to amend its policy and procedures. As a minimum, it will be reviewed every two years.

### Document Control Sheet

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## Introduction

In keeping with its vision and values, Victoria Community & Youth Centre is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details Victoria Community & Youth Centre's expectations of employees in key areas.

## Scope and purpose

This Code of Conduct applies to all contracted staff, international and local, employed by Victoria Community & Youth Centre. Adapted Codes of Conduct are applicable to volunteers, partners, contractors and suppliers.

The purpose of this Code of Conduct is to set out the conduct expected of Victoria Community & Youth Centre staff whilst under contract to the organisation, and forms part of all contracts of employment. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst recognising that local laws and cultures differ considerably from one country to another, Victoria Community & Youth Centre is an International Non-Governmental Organisation, and therefore the Code of Conduct is developed from international and UN standards. Victoria Community & Youth Centre staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

## Mission, Vision, Aims and Objectives

### 1. Our Mission Statement

Our mission is to foster strong community cohesion within the Victoria Estate area, whilst providing a comfortable community facility which helps promote the education, health, and well-being of the inhabitants, through social and economic regeneration.

### 2. Our Aims and Objectives:

To promote the benefit of the inhabitants of Victoria Estate without distinction of sex or political, religious, or other opinions by engaging the local authorities, voluntary organisations, and the inhabitants in a common effort to advance social and economic regeneration.

- Provide space and facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving condition of health and well-being of the said inhabitants.
- Improve the range of activities, services, and learning opportunities on Victoria Estate.
- Improve access for local people to the services and amenities that they need.
- Create a cohesive community within the Victoria Estate area.

- Improve understanding and increase acceptance between different groups within the community.
- Maintain a financially sustainable organisation that will remain active in the community for many years to come.

### 3. Our Vision

We strive to provide good facilities enabling the community to be brought together to access a variety of activities and services which help meet their educational, recreational, and social needs.

## Code of Conduct Standards

As a Victoria Community & Youth Centre employee or volunteer I will:

Uphold the integrity and reputation of Victoria Community & Youth Centre by ensuring that my professional and personal conduct is consistent with Victoria Community & Youth Centre's values and standards.

- I will treat all people fairly with respect and dignity.
- When working in any context or travelling on behalf of Victoria Community & Youth Centre, I will be observant of all local laws and be sensitive to local customs.
- I will seek to ensure that my conduct does not bring Victoria Community & Youth Centre into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed or volunteer.
- I will not work or volunteer under the influence of alcohol or use, or be in possession of, illegal substances on Victoria Community & Youth Centre premises or accommodation.

### Not engage in abusive or exploitative conduct

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence.
- I will not exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is

prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance.

- I will not engage in sexual relationships with beneficiaries of assistance since they are based on inherently unequal power dynamics.
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking.
- I will not physically assault a child or vulnerable adult.
- I will not emotionally or psychologically abuse a child or vulnerable adult.

Ensure the safety, health and welfare of all Victoria Community & Youth Centre staff members and associated personnel (volunteers, partners, suppliers and contractors).

- I will adhere to all legal and organisational health and safety requirements in force at my location of work or volunteering.
- I will comply with any local security guidelines and be pro-active in informing management or trustees of any necessary changes to such guidelines.
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work.

Be responsible for the use of information, assets and resources to which I have access by reason of my employment or volunteering with Victoria Community & Youth Centre.

- I will ensure that I use Victoria Community & Youth Centre assets and resources entrusted to me in a responsible manner and will account for all money and property.
- I will not use Victoria Community & Youth Centre IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics or encourages extremism.
- I will not use Victoria Community & Youth Centre IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse.

Perform my duties and conduct my private life in a manner that avoids conflicts of interest.

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of Victoria Community & Youth Centre.
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within Victoria Community & Youth Centre, to any person with whom I have a financial, personal, family (or close intimate relationship) interests.
- I will seek permission before agreeing to being nominated as a prospective candidates or another official role for any political party.
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered time as a result of my employment or volunteering role with Victoria Community & Youth Centre

Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so.

## Complaints and reports

Victoria Community & Youth Centre staff are obligated to bring to the attention of the relevant manager any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code. Victoria Community & Youth Centre staff and volunteers reporting concerns are protected by the Disclosure of Malpractice in the Workplace policy.

Staff or volunteer members who have a complaint or concern relating to breach of the Code should report it immediately to a trustee. If the staff or volunteer member does not feel comfortable reporting to the trustee (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate trustee or umbrella organisation such as the charity commission.

Staff or volunteer members receiving reports or concerns are obliged to action or refer the report immediately as per the Victoria Community & Youth Centre Complaints Policy and procedures.

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In accepting my appointment and volunteering role, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code.

Name:

Signature:

Date: