

# Leeds Mind Policy



For better  
mental health

## Code of Conduct for Staff

### Why do we need this policy?

The purpose of this policy is to protect Leeds Mind, its staff, service users and suppliers from unlawful or unacceptable behaviour. We expect staff to comply with all relevant laws and behave in an honest and ethical manner, and show respect to others at all times. Having this policy in no way implies disrespect for or distrust of members of staff. Its purpose is to provide guidance.

### Who does it apply to?

This policy applies to all staff, including volunteers, external contractors and members of the Executive Committee. It is the responsibility of every individual to operate within the principles of this policy. Individual projects may have more detailed rules, based on their individual needs, which will assist staff in applying the code to their working environment.

## Policy

### Honesty

- All staff must behave honestly, ethically and lawfully in the course of their business dealings.
- Fraudulent and dishonest acts will not be tolerated.
- Staff must never give or receive bribes or other improper inducements, or condone such acts by others.
- Staff have a duty to report any dishonest or improper activities.

### Gifts and hospitality

Gifts may be given for a range of reasons. In the majority of circumstances they may simply be an expression of gratitude, in other circumstances the receipt of a gift may be interpreted as an inducement to grant a favour in return. Staff may accept a personal gift of up to about £5 in monetary value, but should carefully consider the reasons why it is being offered before acceptance. If a small personal gift is accepted the recipient should inform their line manager of this and have it recorded in their supervision notes.

### Conflicts of interest

Staff should avoid outside interests which could conflict with the interests of Leeds Mind. Where these already exist or arise they should be declared to the individual's line manager and managed in a professional way. Staff should act solely for the benefit of the organisation and should not be influenced by the personal or business interests of themselves or members of their family. In particular, staff should avoid the involvement of themselves or family members in organisations whose commercial interests conflict with those of Leeds Mind.

### **Confidentiality (see Confidentiality policy)**

Staff must not disclose confidential information concerning Leeds Mind and its business to any person not authorised to receive it. Leeds Mind Confidentiality Policy defines confidentiality as “verbal, written or photographic information, which is regarded as personal by service users, members, trustees or staff and is not meant for public or general knowledge.” In particular, confidential information must not be used for the personal advantage of staff or for the commercial advantage of other mental health provider organisations. A staff member’s duty not to disclose or abuse confidential information continues even after employment with Leeds Mind has ended. The nature of information that is confidential will vary depending upon the nature of a staff member’s duties. It is the responsibility of managers to ensure that staff know what is and what is not to be regarded as confidential.

### **Political activities**

- Leeds Mind does not pay contributions or make donations to political parties or to individual politicians. Staff must not make such payments on the organisations behalf.
- Staff are free to engage in political activities in a personal capacity, but must not use their status as a member of staff for their personal advantage. Neither must they give any indication that we support their political opinions and ambitions.

### **Harassment (Managing Violence & Aggression)**

Harassment is behaviour by one person which is found to be unacceptable or unwelcome by another, and can affect the confidence, morale, performance and possibly health of the person being harassed. Such behaviour is unacceptable in this organisation. Below are some examples:

- Victimisation, name-calling, abusive language or mockery. This can be bullying or intimidation of a general nature, or can be specifically targeted at someone.
- Unfair allocation of work or responsibilities
- Unwelcome sexual attention, such as suggestive or over-familiar behaviour
- Implying that a person’s career may be affected by granting, or not granting sexual favours
- Intrusive or persistent questioning about a person’s racial origin, culture or religion
- The display or circulation of sexually suggestive or racially offensive material

If you feel you have been treated in a way that goes against this policy, speak to your line manager or personnel. They will make every effort to find a solution and will do so in the strictest confidence

### **Alcohol & Drug Dependence**

We treat alcohol and drug dependence as a health problem in the first instance, and offer support during treatment and rehabilitation. We recognise though that alcohol and drug dependence can lead to poor work performance and attendance.

- If an alcohol or drug problem is affecting your health, you’ll be encouraged to get help from your GP or another specialist source such as counselling.
- If there is any absence during this time, and you are entitled, the organisation will provide sickness payments, providing you have informed your manager
- Poor attendance, poor performance or relapses after initial treatment may lead to normal disciplinary procedures being followed.

It is not acceptable to be under the influence of drugs or alcohol at work as this can seriously impair your judgement and compromise the health and safety of service users, colleagues and members of the public as well as having a detrimental effect on a member of staff's therapeutic relationship with service users. If your manager has reason to believe that you are under the influence of drugs or alcohol you will be sent home. Disciplinary procedures will be followed on your return to work.

### **Smoking**

Smoking is not allowed in any Leeds Mind premises, except in a few clearly designated areas. If you are in doubt, ask.

### **Staff Appearance & Business Dress**

We operate a relaxed dress code. We recognise that clothing and appearance can have an affect on how staff are perceived by service users, colleagues, and people from other organisations. All staff should be mindful of this, and dress in an appropriate way for their work situation. This may vary according to what they are doing and if they are in any doubt they should discuss the issue with their manager. Managers will inform staff if they feel anyone's dress and appearance is not appropriate

Please consider:

- Health & Safety – for example, does the jewellery you wear cause any health & safety risks?
- Offence – for example, be mindful that slogans on clothing may cause offence.
- Hygiene – be aware of your personal hygiene and its impact on others.
- Therapeutic relationships – could your appearance affect the therapeutic relationships you need to establish with service users?
- Image – for example, be mindful when attending meetings that you are representing Leeds Mind and dress accordingly.

Please think carefully about this and if you are in any doubt ask your line manager.

### **Application of this policy**

- Failure to comply with this policy will result in disciplinary action that may include dismissal. Any failure to comply with legal or regulatory requirements may be referred to the police or other relevant authority.

### **Other policies that this policy dovetails with:**

1. Whistle-blowing policy
2. Boundaries policy
3. Confidentiality policy
4. Disciplinary policy
5. Staff support structures

### **Further Information**

**a)** Chartered Institute of Personnel & Development – [www.cipd.co.uk](http://www.cipd.co.uk)

**b)** ACAS – [www.acas.org.uk](http://www.acas.org.uk)

