

HINCKLEY HOMELESS GROUP

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Integrity at Work – Code of Conduct Policy

Policy Statement

Hinckley Homeless Group (HHG) has a statutory and moral duty to ensure that the facility functions with a view to safeguarding and promoting the welfare of ALL of its Clients. This policy focuses on the behaviours designed to ensure this duty is met.

Hinckley Homeless Group (HHG) are committed to a set of values, which will guide relationships within the organisation and between HHG and its clients, suppliers, regulator and other third parties.

Our residents, service users and the public are entitled to expect the highest standards of conduct from: all employees, Committee Members, volunteers and contractors who work for the organisation.

The aim of the Code is to lay down standards of conduct which will help everyone to work within the ethos and mission of HHG, and protect from misunderstanding or criticism.

This policy also applies to residents' children, family, relatives and friends.

1.0 A Code of Conduct for employees, Committee Members, volunteers and Contractors

1.1 We are committed to dealing with our residents, service users, stakeholders and colleagues with the highest ethical standards, therefore accountability and integrity are important values for us as we receive a large amount of funding through the public purse and because the nature of our work with vulnerable people often puts us in a position of trust and influence with them.

1.2 Integrity is one of our key values: “doing the right thing when no-one is looking”. Integrity can also mean a range of things. “Adherence to moral principles; honesty; soundness; unity; uprightness and honour” are all in the dictionary definition. Integrity also makes demands upon us by challenging our actions and priorities.

2.0 Expectations of Conduct

We expect the following principles to be upheld:

2.1 Selflessness - decisions are taken solely in terms of the values and mission of HHG. No actions should be taken in order to gain financial or

other material benefits for any one person, their family, or their friends, or any other organisation with which they are associated.

- 2.2 Integrity - that no one places themselves under any financial or other obligation to individuals or organisations that might influence them in the performance of their duties. That their behaviour reflects the highest standard of professional integrity with colleagues, residents, Committee Members and other Agencies.
- 2.3 Objectivity - that it is made certain that in the delivery of services, the appointment of staff or the awarding of contracts, that impartiality is maintained and that choices are made on merit alone.
- 2.4 Accountability - that accountability is accepted for decisions, actions and mistakes to HHG, its residents, the providers of public funds and other stakeholders, and submission to whatever scrutiny is appropriate.
- 2.5 Openness - that all staff are open as possible about all the decisions and actions taken. Reasons are given for decisions and information is only restricted when individual or commercial confidentiality clearly so demand. Everyone must also declare any private interests relating to their duties, and take steps to resolve any conflicts arising in a way that is lawful, and protects the reputation, values and mission of HHG.
- 2.6 Honesty-Truthfulness – that all staff will conduct themselves with honesty and truthfulness in all transactions in the course of their employment with HHG, their duties and their interactions with colleagues, residents and Committee Members.
- 2.7 Leadership – we will promote and support these principles by leadership and by example.

3.0 [Review of this Code of Conduct](#)

This policy will be reviewed where:

- There are significant changes to legislation, regulation or good practice;
- There are found to be deficiencies or failures in this policy, as a result of complaints or findings from any independent organisations.

At which point the Project Manager will initiate an immediate review.

In any event, this policy will be reviewed no later than every five years.

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Reference Documents

- The Data Protection Act (1998)
- NHF Publication – Excellence in Standards of Conduct – Code for Members 2010

Related Documents

- Integrity at Work – Code of Conduct Procedure & Guidance
- Integrity at Work - Contract Agreement
- Data Protection Policy
- Disciplinary Policy
- Whistleblowing Policy
- Equality & Diversity Policy
- Recruitment Policy
- Declaration of Interest Form
- Professional Standards Statement
- Contract of Employment
- Harassment & Bullying Policy