ROTHERHAM UNITED COMMUNITY TRUST

EMPLOYEE CODE OF CONDUCT

WE WANT ALL ENVIRONMENTS AT ROTHERHAM UNITED COMMUNITY TRUST (RUCT) TO BE ENJOYABLE AND SAFE FOR EVERYONE. TO ENSURE THIS YOU ARE EXPECTED TO READ THROUGH AND PRACTICE THE FOLLOWING:

BEHAVIOUR:

- TREAT ALL STAFF, PARTICIPANTS, STUDENTS AND VISITORS WITH RESPECT.
- ALWAYS USE APPROPRIATE LANGUAGE.
- WHERE POSSIBLE ATTEND ALL MEETINGS, PROJECTS, ARRANGEMENTS AND EVENTS THAT HAVE BEEN BOOKED IN. IF YOU ARE NOT AVAILABLE, EITHER ATTEMPT TO REARRANGE OR SEND A REPRESENTATIVE ON YOUR BEHALF.
- MAKE SURE THAT YOU ALWAYS ARRIVE TO WORK AND ALL MEETINGS/ACTIVITIES/SESSIONS PREPARED AND ON TIME.
- ENSURE YOU CONTINUOUSLY SAFEGUARD CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS.

HEALTH & SAFETY:

- ALWAYS BE AWARE OF HEALTH AND SAFETY – YOUR OWN AND THAT OF OTHERS.
- ENSURE YOU LOOK AFTER AND ENCOURAGE OTHERS TO TAKE CARE WHEN USING RUCT EQUIPMENT OR FACILITIES.
- ENSURE YOU UNDERSTAND ALL ROTHERHAM UNITED COMMUNITY TRUST POLICIES AND PROCEDURES AND ADHERE TO THEM AT ALL TIMES.
- ACCEPT THE HIERARCHY AND STAFFING STRUCTURE OF RUCT, SHOWING RESPECT TO LINE-MANAGEMENT REQUESTS.
- PROTECT THE FINANCIAL INTERESTS OF RUCT BY ENSURING INCOME IS VALUED. WHEN PURCHASING, ENSURE THAT THERE IS A SPECIFIC NEED AND THE BEST PRICE IS SOUGHT.

PERSONAL ACTIONS:

- ENSURE YOU ARE ALWAYS APPROPRIATELY DRESSED. ALL DELIVERY STAFF ARE TO WEAR FULL KIT (CURRENT SPONSOR); ONLY SPECIFIC STAFF (GIVEN PERMISSION BY THE HEAD OF COMMUNITY) CAN WEAR OTHER SMART CLOTHING.
- MAINTAIN HIGH HYGIENE STANDARDS AND ENSURE ALL CLOTHING IS CLEAN AND WELL PRESENTED.
- ALWAYS WEAR VISIBLE ID. HAVE YOUR BADGE AROUND YOUR NECK SO THAT THE LANYARD CAN BE SEEN.
- DO YOUR BEST AND AT ALL TIMES AIM HIGHER – BE THE BEST YOU CAN BE.
- TAKE ADVANTAGE OF ALL THE SUPPORT THAT IS AVAILABLE TO YOU TO GET THE BEST POSSIBLE OUTCOMES FOR YOURSELF, THE PROJECTS YOU WORK ON AND RUCT.
- NEVER SLANDER RUCT, RUFC OR ANY KEY PARTNERS/PARTICIPANTS IN THE PUBLIC DOMAIN.
- MAKE ALL DECISIONS BASED ON THE BEST INTERESTS OF YOURSELF AND THE COMMUNITY TRUST.

WITH ANY QUESTIONS OR QUERIES, PLEASE EMAIL:
COMMUNITY@ROTHERHAMUNITED.NET

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