

# Code of Conduct Policy

Policy Management	
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Date of Last Review: <i>July 2025</i>	
Date of Next Review: <i>July 2026</i>	
Responsibility: <i>Manager, Bee-Able CIC</i>	Name: <i>Sharon Senior</i>
Signed:	Date:

## 1. Purpose

This Code of Conduct sets out the standards of professional behaviour expected of everyone working or volunteering with Bee-Able.

We aim to provide a safe, respectful, and high-quality service. Our conduct reflects our values and our duty to protect children, young people, and adults.

## 2. Who This Policy Applies To

This policy applies to:

- Staff, volunteers and anyone representing Bee-Able CIC
- Visitors, professionals and partner organisations

## 3. Expectations

People working or volunteering with Bee-Able CIC must:

- ☒ Treat all people with dignity, respect, and kindness
- ☒ Protect confidentiality and privacy
- ☒ Follow safeguarding and health & safety procedures



- ✓ Act professionally at all times
- ✓ Be reliable, honest, and punctual
- ✓ Maintain appropriate boundaries
- ✓ Use inclusive, respectful language
- ✓ Report concerns about safety, abuse, or poor practice
- ✓ Uphold Bee-Able CIC's policies and values

#### 4. Professional Boundaries

- Do not form inappropriate relationships with service users
- Do not accept personal gifts of high value
- Do not share personal contact details without agreement
- Do not use social media to connect privately with service users or their families

#### 5. Breaches of the Code

Failure to follow this Code may result in:

- Additional training or supervision
- Formal disciplinary action
- Removal from duties or termination of volunteering/employment

#### 6. Monitoring and Review

We will review this policy annually and take feedback seriously to maintain the highest standards.