

## Behavioural Code

CANDI require all trustees, employees, and volunteers to treat each other with respect, and as such the behaviour we expect in the delivery of our projects is as follows: -

1. Treat everyone with respect and dignity.
2. Listen to other people's views.
3. Act as positive role model to others.
4. Respect of people's right to privacy, e.g., Taking/Sharing photographs, names, addresses, on social media without consent.
5. Make an environment that is friendly and comfortable for others.
6. If people misunderstand your behaviour or what you say, put it right quickly.
7. Be tolerant – others may have different learning and life experience to yourself.
8. ALWAYS report behaviour that makes you feel unsafe or uncomfortable.

### Behaviours that will not be tolerated

1. Violence towards others: - throwing objects, kicking, hitting, or in any way assaulting someone.
2. Verbal abuse, threatening and/or offensive language, swearing, discriminating against others, or making people feel inadequate due to ethnicity, social standing, gender, sexual orientation, disability, heritage, or political views.
3. Inappropriate sexual language, behaviour, or threats towards others.
4. Bring onto premises/ or be under the influence of alcohol and/or illegal drugs or other mood changing/mind altering substances.
5. Being in possession of an offensive weapon whilst on premises.

### Disciplinary

Employees may be subject to the Staff Disciplinary Procedure.

### Serious misconduct

In cases of serious misconduct e.g.: - Being in possession of offensive weapon, threats of violence, or being in possession of mind altering and/or illegal drugs or committing of a physical /sexual assault, or intentional property damage/vandalism. The person or persons responsible will be asked to leave immediately and such behaviour is likely to be reported to the police.

### Document control

Last updated	26 April 2023
Next review	