

CODE OF PRACTICE

(For staff, volunteers and committee members)

The organisation expects all staff, volunteers and committee members to comply with management and to conform to the organisation's rules at all times. If these rules are disregarded or an individual behaves wrongly in some other way, the organisation may decide to ask them to stop working for Dyslexia Cornwall.

It is not possible to include all the rules here and further clarification from Dyslexia Cornwall officers should always be sought if necessary.

Here are some of the rules that apply to staff, volunteers and committee members:

- Speaking publicly on behalf of Dyslexia Cornwall is not permitted without permission or prior authorisation.
- There should be proper and authorised use of organisation equipment, time and property
- All safety rules should be adhered to at all times
- Safety equipment should be used at all appropriate times
- The drinking of alcohol without management permission or the taking of illegal drugs whilst undertaking work for Dyslexia Cornwall is not permitted
- Threatening or violent behaviour or language towards another individual (volunteer, employee or member of the public) is not permitted
- Behaviour or actions that would in any way jeopardise the safety or well-being of other individual is not permitted
- Making of long or numerous private telephone calls (and emails) from the Advice Centre is not permitted
- Representatives of Dyslexia Cornwall must not use behaviour, language, or non-verbal language that is discriminatory
- Disclosure of confidential information concerning the work of the organisation or its employees is not permitted.
- Harassment of individuals, whether sexual or otherwise, is not permitted
- Bullying of individuals, in any form, is not permitted
- Use of organisational property for personal use without permission is not permitted
- Representatives of Dyslexia Cornwall must not behave in a way that brings or may bring the organisation into disrepute.

The following are examples of the kind of behaviour which constitutes gross misconduct and will lead to the volunteer being asked to leave the organisation:

- Physical violence towards another volunteer or employee of the organisation
- Behaviour that seriously jeopardises health or safety
- Serious misuse of the trust that exists between staff, volunteers and anyone for whom the organisation is responsible
- Incapacity for work due to being under the influence of illegal drugs or alcohol
- Gross insubordination
- Deliberate damage to organisation property
- Serious infringement of the rules of the organisation or contravention of Dyslexia Cornwall's policies and procedures.

Monitoring and review

The Board of Trustees, will regularly review the operation of this policy.

This policy has been approved and authorised by the Trustees of Dyslexia Cornwall.

Signed:



Name: Barbara Hewett-Silk

Position: Chairperson

Date: 4th May 2018

Next review due: May 2019