

Staff Code of Conduct

<p>This is the statement of general policy and arrangements for: THE RIGHT TO WORK</p>	
<p>Debbie Lyall (Managing Director) Louise Macmillan (Operations Director)</p>	
<p>has overall and final responsibility for this policy</p>	
<p>Statement</p> <p>This code is a list of statements that describe the standards of professional conduct and practice required by all those employed by The Right to work CIC. The Right to Work CIC aims to foster a safe, respectful, and inclusive environment conducive to learning, socialisation, and personal growth.</p>	
<p>Standards</p> <ul style="list-style-type: none"> • Ensure that the SVs safety and happiness are at the forefront of all decisions made throughout the workday. • Highlight any concerns regarding SVs to the SJC or Directors immediately. • Give feedback to senior staff member on any improvements that could be made to TRTW practices or the external practices that could enhanced the life and wellbeing of all SVs • Promote and uphold the rights, privacy, dignity, health and well-being of all Supported Volunteers, staff, volunteers and partners. • Work in collaboration with colleagues and partners to ensure the consistent delivery of high quality, safe and enabling standard of support. • Respect a person's right to confidentiality. • Uphold and promote diversity, equality and inclusion. • Be accountable for the quality of your work and take responsibility for maintaining and developing skills and knowledge. • Set examples of positive behaviour, including dress code for the people we support. • Communicate in an appropriate, open, accurate and straight forward way. • Be reliable and dependable, honoring work commitments and arrangements. • Follow risk assessments, policies and procedures. • Adhere to all Safeguarding policies and procedures. 	
<p>Responsibility of:</p> <p>Debbie Lyall Louise Macmillan Maxine Grantham All staff</p>	

Signed: * (Employer)		Date:	4 th Feb 2026
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