

STAFF CODE OF CONDUCT

The attached code sets out the standard of personal and professional conduct required by all workers, which includes integrity, honesty self-discipline, professional competence and Equal Opportunities.

The intention is to give workers clear guidance about how to conduct themselves.

Any breach of contract or discipline resulting in gross misconduct may result in disciplinary action which may lead to dismissal by the Management Committee. (see Disciplinary Procedure, page H-210-1).

Breaches leading to disciplinary action include:

- Theft or embezzlement of Solon's, another worker's, or a tenant's property.
- Malicious damage of Solon's property.
- Intentionally giving false or fraudulent information.
- Threatened or actual assault
- Intoxication (ie alcohol, drugs)
- Discrimination, whether racial, sexual, sexual orientation, or sexual harrassment.

Solon Wandsworth requires its workers to accept and abide by its Code of Conduct which forms part of the Contract of Employment.

Disciplinary proceedings may be instigated against any person who is in breach of this code.

THE TERMS OF THE CODE

Responsibilities to Solon

- Workers must conduct themselves with regard to the purpose, objectives and interests of the Association.
- Workers must not do or say, or omit to do anything which might bring Solon Wandsworth into disrepute or inconsistent with or detrimental to the interests of the Association.
- Workers must not be associated with any occupation or business which is likely to prejudice their stats or the reputation of the Association. (Declarations of Interest, page I-050-1)
- Workers who make public their personal views on a particular subject should declare that these views are personal and not that of the Association.

Personal Responsibility

- Workers must comply with the terms and conditions of their Contract of Employment and the Policy and Procedures guide and perform their duties diligently, conscientiously without favour and with regard to the interest of Solon Wandsworth.
- Workers should have due regard to their management function (Contract of Employment, page H-010-1)

Confidentiality

- Workers must not disclose to a third party any confidential or privileged information entrusted to them by Solon Wandsworth. Breaches of this type will be treated as a serious matter and disciplinary action will be taken (Confidentiality Policy, page I-050-1).

Discrimination/Harassment

- Workers must never use abusive language which is likely to offend, and must ensure that their words and action do not cause harassment to their colleagues. (see Equal Opportunities Policy, page I-010-1, and Section H of the Contract of Employment, page H-010-1).

Credibility

- Workers must ensure that their private, personal political and financial interests do not conflict with their professional duties/obligations. They must

disclose to the Association any such direct or indirect interests which may affect decisions made by Solon and must not influence or appear to influence such an interest. (Declarations of Interest, page I-050-1)

- Workers must not allow their professional judgement or conduct to be influenced or compromised by commercial considerations.
- Workers should avoid accepting any hospitality or inducements that could influence their professional judgement.
- Workers may not accept gifts from tenants, contractors and consultants. Any gifts given as a gesture of goodwill may be accepted on behalf of the Association if refusal is likely to offend. Such gifts should be handed to the Secretary and recorded in a book. The manner of disposal of the gift should also be recorded. (Declarations of Interest, page I-050-1).

Private Work

- The Association cannot actively prevent workers undertaking private employment. Any worker undertaking private employment must ensure that this does not conflict or interfere with their work at Solon Wandsworth H A and is not undertaken during working hours.
- Workers should resist using the services of any builders, consultants or contractors engaged by the association. If you make use of these services it should be declared. (Declarations of Interest, page I-050-1).
- Any worker using the Associations equipment ie vehicles, photocopier and computers for private use must pay for it. (See Section M of the Finance Procedures, page E-010-1).

Telephone Calls

- Workers should not misuse office telephone system. All International calls should be declared and paid for.