



# Code of Conduct

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Lead Officer:	Chief Executive Officer - PKAVS	

## 1. Statement of Intent

1.1 We are committed to maintaining high standards of conduct in all areas of our activities. We rely on all our employees to observe these high standards in relation to the affairs of our organisation, our reputation and our relationship with our stakeholders and the communities in which we operate.

1.2 Our employees are entitled to work in an environment free of harassment. We believe that everyone has a right to be treated with dignity and respect at work.

1.3 This policy aims to alert you to the areas which are of particular importance to you and it does not intend to spell out the appropriate behaviour for every situation. You should make a judgement on what is right and proper in any particular situation.

1.4 These principles of conduct set out how PKAVS expects you to behave when carrying out your role including:

- **Leading by Example** - Promoting this principle by behaving in a way that gives people complete confidence in PKAVS at all times.
- **Upholding the Law** - You have a responsibility to uphold the law, and to act in line with the trust PKAVS, and the public it serves, places in you.
- **Community** - You have a responsibility to help PKAVS to act in the interests of the whole community that it serves, as far as possible.
- **Public Interest** - You must never use your position to make gains for yourself, family, friends or others. This includes financial benefits, preferential treatment or any other advantage.
- **Honesty, Integrity and Propriety** - You must not get in a position where your integrity could be questioned by a financial or any other obligation. As well as avoiding actual impropriety, you must be seen to avoid it so that your honesty and integrity is beyond question.
- **Gifts and Hospitality** – The golden rule is that you shouldn't accept gifts or hospitality. Even with the best of intentions, people could think gifts or hospitality might influence, or be intended to influence, your judgement. There are exceptions though, please refer to paragraphs 3.80 to 3.83 for further guidance.
- **Objective Decision Making** – Any decision you make in your role must be made solely on merit, including appointing someone, awarding contracts or recommending people for rewards or benefits.

- **Accountability** - You are accountable for your actions and for your part in making decisions, so you must cooperate with whatever scrutiny is appropriate to your post.
- **Openness** - You must be as open as possible about your actions and your part in reaching decisions, and seen to be open so that people are confident there is nothing underhand about your conduct.
- **Confidentiality** - You must make sure that you handle anything confidential, including information about others, in accordance with the law; you must not use it for private purposes.
- **PKAVS Resources** - You have a responsibility to make sure that PKAVS uses its resources efficiently and in accordance with the law.
- **Declarations** - You have a legal duty to declare any private interests relating to your employment and to resolve any conflicts that may arise.
- **Relations with Colleagues** – You must be respectful to all PKAVS employees, volunteers and service users, by treating them with dignity and mutual respect at all times.

1.4.1 In applying this policy, you should be aware that it covers the following:

- General Conduct
- Workplace Behaviour and Personal Conduct
- Conduct Towards Colleagues
- Customer Care and Courtesy
- Conduct Whilst on Company Business
- Data Protection Act
- Fundraising
- Driving for Work
- Drugs and Alcohol
- Smoking
- Dress Code and Personal Protective Equipment
- Health & Safety
- Other Organisation's Conduct Policies
- Our Property - Caring for and using PKAVS Resources
- Equipment
- Personal Property
- IT and Communications Security
- Social Media
- PKAVS Mobile Telephones/Technology
- Confidentiality, Use of Information and Data Protection
- Patents and Copyright
- Declaring interests, including financial or other interests in contracts
- Whistle blowing - reporting criminal offences and poor conduct
- Dignity at Work
- Employment
- Equality issues

- Public Statements
- Dealing with the Media
- Financial Conduct
- Theft / Fraud
- Bribery
- Raising Concern
- Tendering and Purchasing
- Gifts and Hospitality
- Relationships - Personal Relationships at Work
- Conflict of Interest
- Contractors, Suppliers, Consultants
- Access to our Services
- Identification
- Outwith Work - Conduct Outwith Working Time
- Other/Additional Employment
- Outside Activities
- Outside interests
- Political, Campaigning and Public Activities

## 2. General Principles

2.1 This policy applies to all PKAVS employees. It is expected that agency workers, sessional workers and those on placement or secondment also adhere to this policy.

2.2 It is the responsibility of all PKAVS employees to familiarise themselves and adhere to this policy at all times.

2.3 The following principles underpin this policy and should help you to decide whether your actions are appropriate:

2.3.1 **Selflessness** – you should take decisions solely on the basis of the values and objectives of our organisation. You should not do so in order to gain financial or other material benefit for yourself, your family or friends.

2.3.2 **Integrity** – you should avoid having any (financial or other) obligations to outside individuals or organisations that might influence you in relation to our organisation.

2.3.3 **Objectivity** – you should ensure that in the delivery of services, the selection of staff and awarding of contracts, you maintain impartiality and base decisions on merit alone.

2.3.4 **Accountability** – you must accept accountability for your decisions and actions and submit yourself to whatever scrutiny is appropriate internally and/or by external bodies and stakeholders.

2.3.5 **Openness** – you should be as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when individual or commercial confidentiality is required.

2.3.6. **Honesty** – you must declare any private interest relating to your duties, and take steps to resolve any conflicts arising in a way that is lawful and protects the reputation, values and mission of our organisation.

**2.3.7 Leadership** – you must support and promote these principles and lead by example.

**2.3.8 Respect** – you should demonstrate sensitivity for the customs, practices, culture and belief of others.

**2.3.9 Communication** – you should not use abusive, offensive or inappropriate language.

2.4 The following may help you decide how to act when faced with a situation. These are examples of questions we may refer to if we ever need to question your conduct:

2.4.1 Is anyone's life, health or safety endangered by my action?

2.4.2 Does my action 'feel' right? e.g. Does it meet my personal code of behaviour? Could I justify my action to a customer, colleague, Line Manager or Board Member?

2.4.3 Is my action legal, and does it comply with PKAVS policy and approved practices?

2.4.4 Does my intended action appear reasonable? e.g. Would I be able to justify it to the local news media?

2.4.5 Would I be compromised if my intended action became known to colleagues at PKAVS, my manager, family or friends?

2.4.6 Is my action for inappropriate personal gain? Do I benefit financially or materially as a result of my actions?

2.4.7 Is the motivation for my action in the best interest of PKAVS?

2.5 If we consider your actions not to be fully compliant with this policy this may be regarded as a disciplinary matter and the appropriate action taken.

### **3. General Conduct**

#### **Workplace Behaviour and Personal Conduct**

3.1 You should ensure that your general conduct meets work place standards at all times. This includes, where you are representing PKAVS and/or are likely to be identified or associated with your role, whether you are 'on duty' at the time or not.

3.1.1 Conduct refers to your overall behaviour, actions, performance, demeanour, ways and manners.

3.2 At all times, we expect you to (this list is not exhaustive):

- Carry out reasonable management instructions.
- Be reliable and take reasonable care.
- Be punctual.

- Be courteous and respectful to others, treating everyone with dignity and respect. This includes not participating in or encouraging any form of bullying, harassing or discriminatory behaviour.
- Act in good faith.
- Assist in maintaining a healthy and safe working environment.
- Comply with our policies, procedures and guidelines or any associated regulatory documents.
- Not break the law.
- Not damage our reputation.

3.3 You are encouraged to speak to your Line Manager in the first instance if at any time you are unsure of what our expectations are.

### **Conduct Towards Colleagues, Volunteers and Service Users**

3.4 PKAVS will not tolerate any form of bullying, oppression, sexual harassment, violence or aggression and will use its Disciplinary Policy to support this.

3.5 You must always act in a polite and friendly manner to others, making sure that your behaviour does not cause offence.

3.6 When considering your conduct you should ensure that:

- It is not inappropriately discriminatory or harassing to others.
- You are familiar with and follow our Equal Opportunities Policy to ensure the prevention of discrimination and harassment.
- You make reasonable efforts to develop and maintain appropriate skills in valuing diversity.

### **Customer Care and Courtesy**

3.7 We expect you to be welcoming, helpful, informative and courteous as well as being professional to the public and to our internal and external clients, stakeholders and partners.

### **Conduct Whilst on Company Business**

3.8 Where you attend work-related social occasions, such as office parties, gatherings in the evenings, weekends or lunchtimes, you are there in the capacity of an employee of PKAVS and you should conduct yourself according to this policy.

### **Drugs and Alcohol**

3.9 Alcohol is not permitted on PKAVS premises, unless specifically approved by your Line Manager.

3.10 PKAVS prohibits the use, possession, distribution or sale of illicit or illegal drugs at work, or when doing PKAVS business and will report any such activity to the Police.

3.11 We may use our Disciplinary Policy and Procedure to deal with any unsatisfactory performance, attendance or behaviour caused by excess alcohol consumption or by drugs, depending on the circumstances.

3.12 We view alcohol and drug dependency problems as medical cases and Line Managers will provide help, support and assistance whenever possible. If you are affected by drugs and alcohol you may wish to access the services of Working Health Services Tayside – Dundee, who offer a range of services including psychological services and counselling.

3.12.1 You can refer yourself, your GP can refer you, or your manager may tell you about the service.

3.12.2 You can access their hotline on 01382 825100, Monday to Friday 9.00am to 5.00pm. An answer machine will be available out of hours. The cost of the phone call is the same as a local call.

3.12.3 A friendly and experienced NHS adviser will take your call and explain to you how the service operates and will give you clear information about what you can expect to happen from your first contact with Working Health Services Dundee. The adviser will take your details and ask you some questions about your health problem. The answers you provide will ensure that the correct information is passed to a specialist in work health within the team – this is the first step in arranging the advice, support and treatment you may need.

3.12.4 Your participation in Working Health Services Dundee is free, confidential, and entirely your choice.

## **Smoking**

3.14 It is the policy of PKAVS that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes PKAVS company vehicles. This policy applies to all employees, volunteers, consultants, contractors, customers or members and visitors.

## **Dress Code and Personal Protective Equipment**

3.15 You must be presentable and suitably dressed for your role when representing PKAVS.

3.16 It is a condition of your employment that you wear any Personal Protective Equipment (PPE) specified by PKAVS at all time during your working hours as required.

3.16.1 PKAVS will supply you with the necessary PPE at PKAVS' expense. You are expected to take care of the PPE and to maintain all items in a reasonable condition. You will return all PPE on termination of your employment.

## **Health & Safety**

3.17 All employees have responsibility for their own safety and the safety of others who may be affected by their actions. All employees are required to follow the arrangements put in place for safety by PKAVS and which are detailed in PKAVS Health and Safety Handbook.

3.18 All employees are responsible for:

- Co-operating with PKAVS staff and managers to enable them to carry out their health and safety responsibilities.
- Not interfering with or misusing anything provided in the interests of health and safety.
- Reporting accidents and potential hazards.
- Following any established safe systems of work.
- Acting responsibly so as not to put themselves or others at risk.
- Disclosing details of any medical condition which makes them unfit for, or specifically at risk from, any particular work activity.

## **Other Organisation's Conduct Policies**

3.20 There are some positions within our organisation that require you to have a registration, subscription or membership with an external agency to carry out your work, for example the Scottish Social Services Council or Protection of Vulnerable Groups Scheme. If you breach these organisations' codes of practice, we will also regard this as a breach of this policy.

## **Our Property - Caring for and using PKAVS Resources**

3.21 You may not use PKAVS resources, whether tangible assets such as materials, equipment and cash or business information such as trade secrets, other than for PKAVS business.

3.22 You must take good care of all PKAVS equipment. If you wish to use something or make equipment available to someone else for non-PKAVS business, you must get permission/authorisation from your Line Manager in advance.

## **Equipment**



3.23 Items of PKAVS equipment are the responsibility of each employee who uses them. You are required to take care of all equipment you use and to return it to storage as appropriate, unless otherwise instructed by management. Failure to observe this rule may result in disciplinary action.

3.24 PKAVS reserves the right to deduct from your pay the costs of replacing or repairing any equipment damaged as a result of your actions, beyond normal wear and tear.

### **Personal Property**

3.25 Your personal property, whilst in the workplace, remains your responsibility at all times. PKAVS does not accept any responsibility for the theft of or damage to your property whilst in any location of our working locations/premises. Any items of personal property are not covered by PKAVS insurance.

### **IT and Communications Security**

3.26 The information stored and processed on PKAVS information technology systems is of paramount importance to its day-to-day activities. Consequently, it is essential that the data and systems are adequately secured against risks such as operator errors, equipment theft, unauthorised access to or copying of programmes, use of unauthorised software on PKAVS machines - which increases the risk of importing computer viruses - and natural hazards such as fire, flood and power failures.

3.27 You must ensure that no unauthorised person gains access to equipment or data that you are responsible for.

3.28 You must not disclose your user name or password to anyone, and should ensure that you change your password regularly.

### **Social Media**

3.30 We respect your right to a private life and this includes joining any social groups and social networking sites. However, information posted on social networking sites is classed as public and not private. You are therefore not allowed to disclose confidential information relating to our business, our service users, customers, partners, suppliers, Board Members, employees, etc. on any social networking sites at any time.

3.31 You are also prohibited from posting any comments on people and events connected to us or make any remarks which could potentially bring our organisation into disrepute.

3.32 Please refer to our Social Media Policy for further guidance.

## **PKAVS Mobile Telephones/Technology**

3.33 You may be issued with a PKAVS mobile telephone in order to assist you with your duties. You are required to keep it switched on and on your person at all times during working hours. The only exception to this is where mobile phone use is restricted by site conditions or rules, during protected time for work meetings, or during periods of annual leave. Where your mobile phone allows you to access the internet, you are only permitted to use the internet function for business related reasons only.

3.34 It is your responsibility to make sure the phone is charged at all times.

3.35 Personal calls are not normally permitted, except where absolutely necessary. If an unacceptable level of personal calls are made, PKAVS will notify you of this and you will be responsible for paying the excess costs. This may be by deduction from your pay or by any other method deemed acceptable to PKAVS.

3.36 We expect you to keep business calls to mobile phones to a minimum due to cost.

3.37 You must ensure the security of any mobile technology (and any associated equipment) we provide to you at all times.

3.38 On termination of your employment, the mobile phone must be returned to PKAVS no later than the final day of your employment. PKAVS retains the right to deduct the cost of any mobile phone that is not returned or is returned in a damaged condition due to your actions from your final pay.

3.39 You must observe the health and safety regarding the usage of mobile phones and driving at all times.

## **Confidentiality, Use of Information and Data Protection**

3.40 You should be aware that during your employment with PKAVS you will have access to and be entrusted with information in respect of the business and financing of PKAVS and its transactions and affairs, all of which information is or may be confidential.

3.41 You are not permitted, except in the proper course of your duties, during or after the period of your employment, to divulge to any person whatsoever or otherwise make use of (and shall use your best endeavours to prevent the publication or disclosure of) any trade secret or any confidential information concerning the business or finances of PKAVS or any of its dealing, transactions or affairs of any such confidential information concerning any of its supporters, suppliers, agents, distributors or customers.

3.42 All notes and memoranda of any information or confidential information concerning the business of PKAVS or any of its supporters, suppliers, distributors or customers which shall be acquired, received or made by you during the course of your employment shall be the property of PKAVS and shall be surrendered by you to PKAVS on the termination of employment.

3.43 You must treat all information about our organisation, individual clients/service users, customers, board members and staff as confidential, and must not pass on such information to any third party or publish in any form including Social Media Networking sites without the permission of your Line Manager or Chief Executive. This is inclusive of any information that may be misconstrued in a way that could damage out business reputation, even indirectly.

3.44 You must not supply information about another employee's private affairs to anyone outside of PKAVS without the consent of the employee, nor to anyone within PKAVS unless that person has authority or responsibility for such information.

3.45 You must not disclose the proceedings of any Board meeting unless you are legally required, or have been authorised, to do so. If you are obliged to disclose information, you must make sure that it is accurate.

3.46 If you have any reservations about any request to supply information, refer it immediately to the Chief Executive Officer.

3.47 You should understand that any breach of this clause would constitute a very serious disciplinary offence for which you may be dismissed. Should you breach this clause after your employment has ended, the organisation may take legal action against you.

3.48 You should adhere to and must comply with the Data Protection Act. Please refer to our Data Protection Policy for further guidance.

## **Patents**

3.49 You must inform your Line Manager about any issue, item or idea capable of being patented under the Patents Act that you develop or discover, on your own or with colleagues, in the course of your duties. Subject to the provision of the Act, anything like this belongs to PKAVS. It is then PKAVS responsibility to decide whether to apply for patent or other protection in law for any such invention.

## **Copyright**

3.50 All records, documents and other papers that you compile or acquire in your job relating to PKAVS finance and administration are PKAVS property together with the copyright.

3.50.1 However, the copyright will belong to you of any academic work you do, such as projects you do as part of a course to further your professional career, including books, contributions to books, articles and conference papers.

### **Declaring Interests, Including Financial or Other Interests in Contracts**

3.51 We expect a balance between openness and confidentiality however we also recognise our obligations to make information available to our stakeholders.

3.52 If a conflict of interest, or even a potential conflict, arises during the course of business, you must declare it immediately. Senior Management and/or our Board will then consider whether it is appropriate for you to take any further part in the matter.

3.52.1 An example would be a financial or other interest in a contract being awarded by PKAVS, and may be a direct or indirect interest. An example of a direct interest would be if you or your partner was involved with the contract. Indirect interests can relate to close family members or friends being involved in contracts.

3.53 The responsibility to declare an interest lies with you. If it came to light later, you could be challenged for not disclosing it earlier. You must also consider whether others would consider whether there is a direct or indirect conflict of interest. If you have any concerns about actual or potential conflicts of interest, discuss them with your Line Manager straight away.

### **Whistleblowing - Reporting Criminal Offences and Poor Conduct**

3.55 You are expected to report any suspected cases of fraud, irregularity or conduct issues to your Line Manager and/or Chief Executive.

3.56 Any information you provide in good faith will not lead to disciplinary action being taken against you but we will treat any malicious reports very seriously.

3.57 If you were identified as participating in fraudulent activities disciplinary action will be taken against you.

3.58 Please refer to our Whistleblowing Policy for further guidance.

### **Dignity at Work**

3.59 We are committed to creating a work environment in which everyone connected with us is treated with dignity and respect. You have a responsibility for your own behaviour and to ensure that your actions, attitudes or behaviours do not cause distress or upset to colleagues and that your conduct is not inappropriately discriminatory or harassing to others.

3.60 Any form of bullying, harassing or discriminatory behaviour is not acceptable on ethical, moral and in some cases legal grounds and can create a negative work environment.

3.61 We recognise that those in managerial and senior positions have both a right and responsibility to manage:

- A manager who adopts a firm or assertive style should not demean or intimidate you or others.
- Whilst you have a right to express your views and opinions, decisions made by management are unlikely to be regarded as harassment.

## **Employment**

3.62 If you are involved in making appointments, you should ensure that these are based on merit alone.

3.63 We promote equality and encourage diversity in all areas of our business. Our Equality and Diversity Policy explains exactly what this means for you as an employee.

## **Equality Issues**

3.64 Your behaviour should comply with the spirit and the detail of PKAVS Equality and Diversity Policy. We will not tolerate racist, sexist, homophobic and other discriminatory remarks and behaviour. Deliberate discrimination will result in disciplinary action.

3.65 Please refer to our Equality and Diversity Policy for further guidance.

## **Public Statements**

3.66 You are not permitted to publish any material or deliver any lecture or address issues relating specifically to our organisation or our business without prior approval from your Line Manager.

3.67 You must be aware that your comments on issues which are subject to debate must be limited to professional advice, fact, legal and financial implications. This does not restrict your duties and responsibilities but aims to prevent you being considered to be a participant, or biased, in campaigns or politics, which directly affect our organisation.

## **Dealing with the Media**

3.68 You may only talk to the media as a representative of PKAVS if you have been specifically authorised to do so.

3.69 If your comments are required and authorised, make sure that they are well considered, sensible, well informed, in good faith, in the public interest, without malice and that they enhance PKAVS reputation and status.

## **Financial Conduct**

3.70 You must ensure that you:

- Use funds and resources for the purpose intended, and in a responsible and lawful manner.
- Safeguard them from abuse, theft or waste.
- Strive for value for money.
- Apply and observe our financial procedures, regulations and internal controls.

## **Theft / Fraud**

3.71 Although we strive to meet the highest ethical standards, we recognise that, like any other business, we risk financial and organisational loss due to fraud. It may damage the service we provide and our reputation with customers, partners, stakeholders, public and our regulators. We have a responsibility to protect our assets, reputation and the public funds we receive. We are fully committed to the prevention, detection and reporting of fraud, theft and corruption, and the recovery of assets.

## **Bribery**

3.72 We forbid all forms of bribery, meaning a financial or other advantage intended to persuade someone to perform improperly a function or activity. You are not allowed to accept or give bribes from/to anyone with whom we do business.

3.73 You are also obliged to report any instances of suspected bribery within either our organisation or any of our business partners and stakeholders.

3.74 Accepting or giving bribes will result in disciplinary action including dismissal and can also result in criminal prosecution and imprisonment of up to 10 years for individuals found guilty of such acts.

3.75 All staff and Board Members have a duty to immediately report any act of attempted, suspected or detected fraud, theft, bribery and corruption. This can be done in a confidential manner to an appropriate person, for example: the Chief Executive, the Chair, a member of the HR Team, or a Board Member.

## **Raising Concern**

3.76 If you see or witness any financial misconduct, including fraud, theft, any other illegal activities, you are expected to report this to senior management. In exceptional circumstances, where there is real danger of reprisal, you should refer to our Whistleblowing Policy for further guidance.

### **Tendering and Purchasing**

3.77 You should not have any involvement in any contract with any business in which you (or a close relative) have a commercial interest or in which you (or a close relative) are directly concerned in the management of. In exceptional cases where such relationship exists, we may still enter into business arrangements; but in these cases you must have no part in any aspect of the tendering, letting or management of any such contract or piece of business.

3.78 You must not divulge any business information, for example charge-out rates, unit costs, work plans, quality assurance documents and so on to any third party or use it other than for the purpose of furthering the interests of PKAVS. In all situations, you must not disclose confidential information on any tender details, and where possible, and where alternatives exist, you should avoid the use for private purposes of any firms working for us.

3.79 You must not use PKAVS contracts or purchasing arrangements for personal benefit or to benefit any external function or organisation, unless you get approval from the Chief Executive in the first instance.

### **Gifts and Hospitality**

3.80 You must be very careful about accepting any offer of a gift or hospitality but you may accept items of low intrinsic value, such as diaries and calendars, if used for work purposes.

3.81 You can also accept reasonable hospitality, such as a working lunch.

3.82 You must decline, politely but firmly, anything of greater value or significance - taking care not to cause offence.

3.83 You should not purchase and give gifts to service users or to staff on behalf of a service user, as this will be regarded as a breach of boundaries and professional practice.

### **Relationships - Personal Relationships at Work**

3.84 Whilst we do not wish to interfere in the personal or domestic lives of our staff, we recognise that strong personal relationships and friendships may start and grow from working relationships, and that many couples meet through their jobs, and the associated networks. If you find that your friendship or close personal relationship may cast doubt on the objectivity of your decision-making, you should let us know in order to avoid questions of or actual conflict of interest, bias and unfair treatment.

3.85 You should not use informal channels to influence our Board, either on an individual or collective basis, on PKAVS business.

### **Conflict of Interest**

3.86 You should ensure that your private or personal interests do not influence decisions and that you do not use your position to obtain personal gain of any sort, either for yourself, or for your families, friends or associates. Examples of such situations could be if you are carrying out business on behalf of us with a business with which you or your family member is closely associated; or you/they are working for an organisation which is either a frequent partner of ours or a competitor to its partner(s).

3.87 You should declare any actual or potential conflicts of interest arising from previous sections of this code.

### **Contractors, Suppliers, Consultants**

3.88 We expect you to declare all current or past, private or business, relationships with current, or potential contractors regardless of whether you are involved in their appointment or not.

### **Access to our Services**

3.89 You are not allowed to take advantage of your position to gain benefits for yourself and your friends/family.

### **Identification**

3.90 We will provide staff members and new employees with a PKAVS identification (ID) Badge if it is necessary for their job role. The purpose of the ID badge is not only to increase security but also to show members of the public, customers, service users, partners and stakeholders that you are a PKAVS member of staff. Each service within PKAVS will have separate requirements/procedures as to when staff members will be required to wear their ID badge. You should liaise directly with your manager to seek further guidance on this.

### **Conduct Outwith Working Time**

3.91 What you do outside of working hours and away from our premises is a personal matter and does not directly concern us, however, you should avoid doing anything that might adversely affect our reputation.



## **Other/Additional Employment**

3.92 We will not stop you taking additional employment as long as it does not affect your duties and responsibilities or conflict with the interests of or weaken public confidence in PKAVS.

3.93 If you are thinking of taking on additional work, you must get permission from your Line Manager in the first instance and we will maintain a record of approval.

3.94 You should not accept a post or undertake any occupation or activity which would require your attendance at any time during your contracted hours and/or prejudice the proper performance of your duties for our organisation.

3.95 If you are paid for work which arises principally as a result of your work-related skills, you must not use assets or information belonging to PKAVS, without getting prior permission from your Manager/Chief Executive.

3.95.1 You must also make sure that any customer realises the private nature of the work you are doing, which is in no way connected to the business of PKAVS.

3.96 It is your responsibility to declare any income received to Inland Revenue. You do not have to inform our Payroll team of this.

3.97 This conduct rule applies to any employment, paid or unpaid. Please refer to our Special Leave Policy for exceptions.

## **Outside Activities**

3.98 As a good employer, we have no wish to interfere in the private lives of our employees. However, there are occasions where your outside activities can affect the interests of our organisation. In all circumstances, no paid or outside work should be undertaken at your place of work, or require the use of office facilities unless permission is sought first. This applies to any voluntary or unpaid work.

3.99 Your life away from work is your own concern but you must not put yourself in a position where your job and your personal interests conflict. This includes behaviour which, because of the nature of your employment, would undermine PKAVS confidence or trust in you.

3.100 We do not expect you to commit to an outside activity where it will overlap with your commitments with us.

## **Outside interests**

3.101 An example would be if you are facing criminal charges, regardless of whether these were incurred on or off duty. You must tell your Line Manager immediately if the charges are

in any way relevant to your employment, such as drug offences, crimes of violence, dishonesty, racial or driving offences if your job involves the use of a car or PKAVS vehicle. If you are in any doubt about this, consult your Line Manager or the HR Team.

## **Political, Campaigning and Public Activities**

3.102 You should carry out your work without any bias towards any political or other group. You must follow the expressed policies and procedures of PKAVS and must not allow your own personal or political opinions to interfere with your role. None of the above impinges on your rights to be an active citizen or, for example, an active trade unionist or acting in such capacity.

## **4. Scottish Social Services Council (SSSC) Codes of Practice**

4.1 Although PKAVS and its employees, with the exception of the Day Centre Coordinator within Carers Services, are not required to register with the SSSC, we are committed to upholding the highest standards of care and professionalism. As part of this commitment, PKAVS has adopted the core principles of the SSSC Codes of Practice into this policy. These guidelines ensure that all staff maintain a professional, ethical approach to care, protecting the rights, dignity, and wellbeing of those we support. By adhering to these standards, PKAVS employees demonstrate accountability, integrity, and respect in their daily work, contributing to the delivery of high-quality services.

4.2 The following outlines the Code of Practice for Social Service Workers:

1. I must protect and promote the rights and interest of individuals and carers.
2. I must build and maintain the trust and confidence of individuals and carers.
3. I must promote the wellbeing and independence of individuals and carers while protecting them, as far as possible, from harm.
4. I must recognise that individuals have the right to take risks and will work with them to understand and manage those risks.
5. I must be accountable for the quality of my work and take responsibility for maintaining and improving my knowledge and skills.
6. I must uphold public trust and confidence.

4.3 To find out more about the SSSC or the codes, visit [The Scottish Social Services Council](https://www.sssc.org) website.

## **5. Breaches of this Policy**

5.1 If you knowingly breach any aspect of this policy, this will be ground for disciplinary action in accordance with our Disciplinary Policy and Procedure.

5.2 Where you seriously breach this policy, a potential sanction may be dismissal.

5.2.1 Please refer to our Disciplinary Policy and Procedure for further guidance as to how we will facilitate our disciplinary process with any conduct that falls below that expected.

## **6. Role of all Services**

6.1 Each Line Manager is responsible for ensuring employees comply with this policy within their own service.

## **7. Role of the HR Team**

7.1 The HR Team are available to give advice and interpretation to you on any aspect of this policy.

7.2 Although the HR Team can advise the relevant manager on individual cases, it is the relevant manager who will make appropriate decisions relating to this policy and its associated policies.