



Staff Behaviour / Code of Conduct

Purpose

This document sets out the standards of conduct and behaviour expected of all Essex Youth Build employees and volunteers. It complements, but does not replace, other professional codes, contracts, or national standards.

Essex Youth Build is committed to creating and sustaining a positive, safe, and supportive environment where:

Staff collaborate productively and respectfully.

All individuals are valued and treated fairly.

Young people and vulnerable adults are supported in their holistic development.

Staff behaviour directly influences the culture and reputation of Essex Youth Build. It is therefore essential to act professionally, avoid giving offence, resolve disputes constructively, and contribute to a well-organised, respectful workplace.

Key Principles

When working on behalf of Essex Youth Build, all employees must uphold the principles of:

Selflessness – Acting in the best interests of young people and Essex Youth Build.

Integrity – Avoiding conflicts of interest and rejecting improper influence.

Objectivity – Making fair and unbiased decisions.

Accountability – Taking responsibility for actions and decisions.

Openness – Being honest and transparent in communication.

Respect – Treating all individuals with courtesy and dignity.

Professionalism – Maintaining high standards in all duties.

Scope

This Code applies to all Essex Youth Build employees and volunteers, regardless of role, rank, or contract type.

Safeguarding Commitment

The welfare of children, young people and vulnerable adults is paramount.

All have the right to equal protection from harm, abuse, or exploitation regardless of age, disability, gender, race, religion, sexual orientation, or identity.



Every staff member (paid or unpaid) has a duty to:

Prevent and report abuse discovered or suspected.
Follow Essex Youth Build safeguarding procedures.
Undertake regular safeguarding training.

Standards of Conduct

Compliance with the Law

Employees must comply with all legal, health & safety, environmental, social, and charity requirements.

Unlawful or offensive behaviour that damages Essex Youth Build's reputation, partnerships, finances, or services will not be tolerated.

Respect in the Workplace

Essex Youth Build operates a zero-tolerance approach to discrimination, harassment, bullying, or victimisation.

Staff must follow the Equal Opportunities and Diversity Policy in recruitment, daily interactions, and teamwork.

All colleagues, service users, partners, and the public must be treated with courtesy and respect.

Professionalism

Staff must perform duties diligently, following instructions and delivering work on time and to standard.

Attendance and absence must comply with the Contract of Employment and Essex Youth Build absence procedures.

Staff should maintain positive, constructive communication and teamwork.

Staff must undertake training and CPD as required.

Periodic enhanced DBS checks are mandatory for all staff.

Appearance & Safety

Staff must maintain professional standards of appearance and personal hygiene.

Workshop rules, health & safety requirements, and the use of Personal Protective Clothing (PPC) must be observed.

Use of Property & Information

Essex Youth Build property (tools, equipment, funds, or digital resources) must be used responsibly.

Confidential or sensitive information must not be disclosed without authorisation.



Staff must comply with Data Protection and Information Sharing policies.

Digital & Social Media Conduct

Staff must use digital communications responsibly and professionally.

Social media must not be used to post content that could harm Essex Youth Build's reputation, disclose confidential information, or compromise safeguarding.

Gifts & Hospitality

Modest gifts or hospitality may only be accepted with prior manager approval.

Bribes or inducements are strictly prohibited and may result in dismissal or legal action.

Travel & Site Visits

Staff must be willing to travel for work purposes where required.

Conflicts of Interest

Employees must declare to management any personal relationships, interests, or external roles that could conflict with their Essex Youth Build duties.

Breaches of the Code

Breaches (inside or outside of work) will be investigated and may result in disciplinary action.

Serious breaches may amount to gross misconduct, leading to dismissal without notice.

All staff are required to cooperate fully with investigations.