



## **Be Kind Productions Code of Conduct**

*The Code of Conduct aims to ensure that all staff, volunteers and freelancers understand the conduct required of them by the Be Kind Productions and act accordingly. You are expected to uphold this Code when carrying out duties and interactions on behalf of the Be Kind Productions.*

### **You are expected to uphold the values of:**

Kindness: to support the charity in its mission to build emotional intelligence skills in children and young people through the education of kindness;  
Quality: to deliver the best services and activities to beneficiaries, partners and donors;  
Accessibility: to ensure activities remain accessible for all, to the best of your ability;  
Responsibility: to carry out duties in a responsible, safe and competent manner;  
Respect: to treat beneficiaries, partners and donors as individuals without any prejudice to status, disability, race, religion, maternity or pregnancy status or sexual and gender identity;  
Safeguard: to protect and keep from harm any individual that might be at risk of harm or neglect.

### **You are required to:**

Treat all beneficiaries, colleagues, fellow volunteers, donors, supporters, members of the public, and partners equally, in a fair manner and with respect;  
Promote and protect the aims and reputation of Be Kind Productions, avoiding any situations that would bring disrepute to Be Kind Productions or results in disclosure of confidential and sensitive information;  
Act in accordance with the law and relevant regulatory codes and Be Kind Productions' policies which can be found on the website;

Uphold policies relating to health and safety, GDPR and safeguarding and all other policies and procedures of Be Kind Productions and if required, of any partner organisation;

Declare any personal interest which may conflict with your ability to perform duties fairly and impartially, or may be seen by others as such;

Notify Be Kind Productions immediately, as per your notice period, of any change of circumstances which may prevent or delay the effective execution of your duties;

Treat any information related to Be Kind Productions projects, activities or initiatives and any individual, partners and corporates that they are working with as strictly private and confidential;

Work to the same standard with all individuals regardless of age, gender, sexuality, race, disability and religion;

Refuse gifts or money (as per Be Kind Productions' Bribery Policy) that have been offered to you on the basis of your position or involvement with Be Kind Productions;

Comply with Be Kind Productions' social media policy when promoting content on social media channels;

Comply with Be Kind Productions' Safeguarding (includes digital) policy, especially when working with children and young people, as per the steps detailed in the policy.

**As a volunteer, you are expected to:**

Deal with any enquiry in a courteous, and friendly manner, adhering to the principles of confidentiality and sensitivity;

Be able to explain briefly, confidently and clearly the aims of Be Kind Productions and any project, activity or initiatives you are involved in;

To take great care not to offend or make statements in person or via social media channels that would cause offence and personal hurt to members of the public.

**When working with colleagues, partners, beneficiaries and volunteers, you are required:**

To act professionally at all times with due regard and care to your actions and behaviours which avoids any damaging and negative reflection and financial repercussions on Be Kind Productions;

To be courteous, respectful and friendly towards all and have the right to expect to be treated in the same manner;

To take great care not to offend or make statements that would cause offence and personal hurt;

To follow the complaints procedure set out in the Equal Opportunity Policy for any grievances or complaints.

**When working with Be Kind Productions please avoid any unacceptable behaviour that may result in disciplinary action. Unacceptable behaviour towards colleagues, fellow volunteers, beneficiaries, partners or members of the public include but not limited to:**

- Bullying, direct or indirect;
- Sexual or verbal harassment of any kind;
- Shouting, swearing and indulging in personal insults against any;
- Theft;
- Violent physical acts including door-slamming, throwing objects and threatening behaviour.

All of the above will be treated as gross misconduct and will lead to immediate suspension of your responsibilities and tenure with Be Kind Productions.