





## Code of Conduct for all the Active LD Team





The Active LD team are:

LD Advisors, Directors, Staff and Volunteers



	<b>The Active LD Team should be:</b>
	Treated fairly and with respect
	Supported with their work
<p><b>give feedback</b></p> 	Asked for feedback and be listened to

	<b>The Active LD Team should</b>
	<p>Follow Active LD values in all we do:</p> <ul style="list-style-type: none"> <li>• Doing our Best</li> <li>• Trust</li> <li>• Inclusion</li> <li>• Safety</li> </ul>



## **Code of Conduct**

### **Staff, LD Advisors and volunteers have the right to:**

- Be treated with fairness, equity, dignity and without discrimination.
- A safe and healthy working environment
- Know what is expected of them and be supported in managing their own workload.
- Receive regular constructive feedback on their performance.
- Be consulted about changes which affect their job (if applicable).
- Access Active LD's Policies and Procedures and the Business Plan where appropriate.
- Be able to express their opinions in an appropriate manner without fear of reprisal.
- Have their life outside the organisation recognised.

### **Directors, LD Advisors, staff and volunteers have a responsibility to:**

- Respect the confidentiality of the organisation, members and colleagues and not to use any information for personal or professional gain.
- Ensure they do not put themselves or others at risk.
- Understand and carry out their role to the best of their ability and fulfill their employment obligations (if applicable)
- Act in a positive and professional manner, with honesty and with integrity and to challenge any discrimination
- Be a supportive and respectful member of the team

- Make the best use of all resources including their time
- Raise any concerns about what is happening at work in an appropriate manner and at an appropriate time and place
- Develop their professional and work-related skills and continuously look for better ways to carry out their duties.
- Keep up to date with Active LD policies.
- Comply with our Safeguarding policy and carry out relevant safeguarding responsibilities.

**Adopted on: 7<sup>th</sup> April 2025**

**Next review: 7<sup>th</sup> April 2027**