

Inspire Neurodiversity and Wellbeing CIC  
Code of Conduct Policy  
Version 1.1 | Approved by Board of Directors  
Effective Date: 17<sup>th</sup> December 2025



## **Code of Conduct Policy**

**Policy Title: Code of Conduct Policy**

**Organisation: Inspire Neurodiversity and Wellbeing CIC**

**Version: 1.1**

**Approved By: Board of Directors**

**Approval Date: 17th December 2025**

**Effective Date: 17th December 2025**

**Next Review Date: December 2026**

### **Policy Statement:**

Inspire Neurodiversity and Wellbeing CIC expects all its personnel, including employees and volunteers to uphold the highest standards of behaviour, professionalism, integrity and ethical conduct in all their activities related to the organisation. This Code of Conduct serves as a guide to ensure our work is carried out responsibly, respectfully and in alignment with our values and mission.

### **Purpose:**

To provide clear guidelines on expected standards of behaviour and professionalism, ensuring consistency, accountability and the maintenance of a positive and trustworthy reputation for the organisation. This policy aims to protect service users, staff, volunteers and the organisation itself.

## Principles:

### We promote and expect adherence to the following core principles:

- **Integrity and Honesty:** Acting with honesty, transparency and ethical soundness in all dealings.
- **Respectful Behaviour:** Treating all individuals (colleagues, service users, partners, public) with courtesy, dignity and respect, valuing diversity and individual differences.
- **Accountability:** Taking responsibility for one's actions, decisions and professional development.
- **Confidentiality:** Maintaining the confidentiality of sensitive information belonging to the organisation, its service users and its personnel.
- **Professionalism:** Conducting oneself in a manner that reflects positively on the organisation, demonstrating competence, diligence and appropriate boundaries.
- **Compliance:** Adhering to all organisational policies, procedures and relevant laws and regulations.

## Responsibilities:

- **Board of Directors:** To approve and promote this Code of Conduct, ensuring it is communicated effectively and integrated into organisational practices.
- **All Personnel (Employees & Volunteers):**
  - To conduct themselves professionally and ethically at all times when representing or working for Inspire Neurodiversity and Wellbeing CIC.
  - To treat all individuals with respect, fairness and without discrimination or harassment.
  - To maintain appropriate professional boundaries with service users and colleagues.
  - To protect the organisation's assets, reputation and confidential information.
  - To declare any potential conflicts of interest promptly as per the Conflict of Interest Policy.

- To report any observed breaches of this Code of Conduct.
- **Managers/Supervisors:** To model professional behaviour, support staff in adhering to the code, address breaches and provide guidance.

### **Conduct Standards:**

- **Professional Demeanour:** This includes appropriate communication, punctuality, reliability and a commitment to delivering quality work.
- **Respect for Diversity:** Upholding the principles of equality, diversity and inclusion in all interactions.
- **Confidentiality:** Protecting sensitive information and respecting privacy.
- **Use of Resources:** Using organisational resources (including IT equipment, finances, and time) responsibly and for legitimate organisational purposes.
- **Conflicts of Interest:** Avoiding situations where personal interests could improperly influence professional judgment or organisational decisions.

### **Unacceptable Behaviour:**

**The following behaviours are considered unacceptable and may lead to disciplinary action up to and including termination of employment or volunteer agreement:**

- Any form of discrimination, harassment, bullying or victimisation.
- Breach of confidentiality or data protection regulations.
- Dishonesty, fraud or theft.
- Insubordination or refusal to follow lawful and reasonable instructions.
- Bringing the organisation into disrepute through conduct outside of work that has a significant negative impact.
- Misuse of organisational resources or property.
- Failure to declare conflicts of interest.
- Working under the influence of alcohol or illegal substances.

**Disciplinary Action:**

Breaches of this Code of Conduct will be investigated thoroughly and may result in disciplinary action, proportionate to the severity of the breach. This can range from formal warnings to dismissal or termination of a volunteer agreement.

**Review:**

This policy and its effectiveness will be reviewed annually or more frequently if required by changes in legislation, operational activities or following significant incidents to ensure its continued relevance and adequacy.

**Reviewed and Signed by the Board of Directors**

**Date of Review: 17th December 2025**

**Next Review Date: December 202**