

The Diversity Trust

Ethics Policy

This policy has been created to provide a framework and guidance on the organisation's approach to achieving and maintaining good behaviour by means of sound ethical conduct. It serves to ensure that all employees are aware of their individual and collective responsibilities with regards to the organisation's ethics, and to emphasise our employees' and customers' expectations to being treated fairly and in accordance with good working practises.

All employees are responsible for reading this document in its entirety and for ensuring that they comply with all the policy requirements as stated within this document.

The purpose of this ethics policy is to maintain a culture of openness, trust and integrity in the organisation's working practises. Effective ethics is a 'team effort' involving the participation and support of everyone.

The Diversity Trust is committed to protecting employees, partners and suppliers from illegal or damaging actions by individuals, either knowingly, or unknowingly. When we address issues proactively and uses correct judgement, it will help to set the organisation apart from its competitors and help further enhance its reputation.

The Diversity Trust will not tolerate any wrongdoing or impropriety at any time. The organisation will take the appropriate measures and act quickly where the 'ethical code' is broken.

Scope

This policy applies to all employees, contractors, consultants and part-time employees of The Diversity Trust CIC

Policy

Board of Director's Commitment to Ethics

- that integrity is one of the organisation's core values
- to set and lead by example. In any working practise, honesty and integrity are of the highest importance
- to have an open-door policy and welcome suggestions and concerns from everyone
- this creates an environment that will allow employees to feel comfortable discussing any issues and will serve to alert Directors to concerns within the organisation

Employee's Commitment to Ethics

- to disclose any conflicts of interests regarding their position with the organisation
- to engage in carrying out the organisation mission in a professional manner and in line with the core values of the organisation which includes integrity
- to recognise that the main function of the organisation is at all times to serve the best interests of its current and future customers, and to do this with respect, concern, courtesy and responsiveness
- to treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practises
- to treat all persons with respect and consideration, regardless of age, disability (including physical impairment, mental health and learning disability), gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. As well as other factors including social economic status etc.
- to respect the structure and responsibilities of management, provide them with facts and advice as a basis for decision and policy making, and uphold and implement decisions and policies adopted by management
- to demonstrate the highest standards of personal integrity, truthfulness and honesty in all activities in order to inspire confidence and trust in such activities, both internally and externally
- to strive for personal and professional excellence, encourage the professional development of others and keep up-to-date on emerging issues affecting the organisation
- to conduct themselves at all times with professional competence, fairness and impartiality

Organisation's Commitment to Ethics

to hold paramount the safety, health and welfare of the public in the performance of the organisation's professional duties

to keep communities informed about issues which may affect them

to collaborate with and support partners in carrying out the organisation's mission and in line with the organisation's ethics policy

to build professional reputations on the merit of our capabilities and refrain from competing unfairly with others

not to engage in any business practise or process or with any entity, including potential customers, that does not match the organisation's ethical standards

Governance and Review

Should an employee be in any doubt about a relevant course of action, require clarification on a particular issue, or want to report a potential breach of the ethical policy, they should report directly to their line manager/Director or independently to the Chair/Non-Executive Director. The topic/issue will then be dealt with as quickly and efficiently as possible, and by the Executive Director if appropriate.

This policy will be held by the Non-Executive Director and Executive Director on behalf of the Board and will be reviewed regularly to ensure that it remains relevant, both internally with all employees and externally regarding changing social attitudes, values and best practise.