



# **MHW Foundation CIO**

## **Code of Conduct for Trustees, Staff and Volunteers**

This Code of Conduct provides a framework to ensure that everyone representing MHW Foundation CIO upholds the highest standards of behaviour, integrity, and professionalism in support of the charity's aims.

Adopted: 12 October 2025

Review Date: 12 October 2026

### **1. Purpose and Scope**

This Code of Conduct sets out the standards of behaviour expected of all trustees, staff, contractors, and volunteers of MHW Foundation CIO. It ensures everyone representing the charity acts with integrity, professionalism, and respect for others at all times, upholding the charity's reputation and ethical standards.

### **2. MHW Foundation CIO Values and Principles**

MHW Foundation CIO is guided by the following core values:

- Compassion - showing empathy, understanding, and kindness.
- Respect - treating everyone with dignity, fairness, and equality.
- Empowerment - enabling individuals and communities to achieve positive change.
- Integrity - maintaining honesty, transparency, and accountability.
- Community Wellbeing - promoting collaboration and inclusion across all activities.

### **3. Professional Behaviour and Conduct**

All trustees, staff, and volunteers must:

- Act with professionalism, courtesy, and respect.
- Perform duties responsibly, safely, and to the best of their ability.
- Avoid actions that could bring MHW Foundation CIO into disrepute.
- Respect professional boundaries and avoid conflicts of interest.
- Represent the charity positively in all interactions.

### **4. Conflicts of Interest**

Individuals must declare any personal or financial interests that may conflict with the charity's work. Trustees must record these in the Register of Interests and withdraw from



discussions or decisions where a conflict exists. Transparency protects both individuals and the charity from perceived or actual impropriety.

## **5. Confidentiality and Data Protection**

All information obtained in the course of work or volunteering must be treated as confidential unless authorised or legally required to disclose. All individuals must comply with the Data Protection Act 2018 and UK GDPR. Breaches may result in disciplinary action or dismissal.

## **6. Safeguarding and Duty of Care**

MHW Foundation CIO prioritises the protection of children, young people, and adults at risk. All individuals must follow the Safeguarding Policy, attend training, and report concerns immediately to the Designated Safeguarding Lead (Anthony Young) or Deputy DSL (Lisa Vieyra).

## **7. Use of Charity Resources**

Charity assets and resources, including funds, equipment, and IT systems, must be used responsibly and only for authorised purposes. Misuse or unauthorised use of resources is prohibited and may lead to disciplinary action.

## **8. Communication and Social Media**

All communication should reflect professionalism and uphold the charity's reputation. Individuals must:

- Use social media responsibly and avoid sharing confidential or offensive content.
- Never post discriminatory, defamatory, or misleading information.
- Clearly distinguish personal opinions from official statements.
- Obtain consent before sharing images or stories of service users.

## **9. Health, Safety and Wellbeing**

All individuals must contribute to a safe, healthy working environment by following health and safety guidance, reporting hazards, and supporting the wellbeing of others. Everyone has a duty of care towards colleagues, clients, and service users.

## **10. Equality, Diversity and Inclusion**

MHW Foundation CIO is committed to equality and inclusion. Discrimination, harassment, or bullying will not be tolerated. All individuals must promote fairness and respect in every interaction and decision.



## **11. Gifts, Hospitality and Donations**

Trustees, staff, and volunteers must not accept gifts or hospitality that could influence decisions or professional judgement. Any offers above nominal value must be declared to the Chair of Trustees and recorded in the Gifts Register.

## **12. Reporting Concerns or Misconduct**

Concerns regarding misconduct, illegal activity, or breaches of this Code must be reported under the Whistleblowing Policy. No individual will suffer detriment for raising a concern in good faith.

## **13. Breach of the Code**

Breaches of this Code may result in disciplinary action in line with organisational policy. Serious breaches may lead to dismissal or removal as a trustee or volunteer.

## **14. Acknowledgement and Signature**

All trustees, staff, and volunteers must read, understand, and comply with this Code of Conduct. By signing below, you confirm agreement to uphold the standards outlined.

Signed: *A Young* (Anthony Young, Chair of Trustees)

Date: 12 October 2025