# Code of Conduct

The Code of Conduct is intended to serve as a guide for all BDCA staff in making decisions. By following this Code of Conduct, it is intended that all staff will contribute to strengthening the professionalism and impact of BDCA’s work and have a shared understanding of who we are and how we behave.

BDCA expects employees, workers, contractors, trustees and volunteers to conduct themselves as its representatives and behave in accordance with its values and the standards below. Failure to do so may result in BDCA taking action in accordance with its disciplinary procedure. If situations arise in which the appropriate course of action is unclear, advice should be sought from your line manager.

All personnel are expected to:

* Be responsible for the effective and ethical use of information and resources to which they have access because of their role with BDCA.
* Ensure the safety, health and welfare of all BDCA employees, volunteers, contractors and service users.
* Ensure that their personal and professional conduct is of the highest standards and in keeping with BDCA’s beliefs, values and aims.
* Perform their duties and conduct their private lives in a manner that avoids or appropriately manages possible conflicts of interest with BDCA.
* Avoid involvement in any criminal activities, activities that contravene human rights, or those that compromise BDCA’s work.
* Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation, both within and outside of BDCA.