



# Code of Conduct

Statement start date: January 2021

Statement review date: December 2023

Statement created by: Darren M. Wilson – Director NPML

**Code of Conduct:** Statement valid for the period 01<sup>st</sup> January 2021 to 31<sup>st</sup> December 2023

## **1. Introduction**

This policy applies to all employees, voluntary or otherwise of Nocton Park Management Limited [NPML], but should also be considered by individuals who undertake work experience, volunteers and sub-contractors. It does not form part of any employee's Statement of Main Terms of Engagement and is not intended to have any contractual effect. NPML reserves the right to amend this policy at any time.

The Code of Conduct should be read in conjunction with NPML's other policies.

## **2. Organisation**

NPML is a totally not for profit organisation that provides for and looks after the management of the Nocton Park estate in the village of Nocton, Lincolnshire. It has the responsibility for maintaining the grounds and roads of Nocton Park estate on behalf of its residences and is run, on a voluntary basis, by its residents.

## **3. Purpose**

NPML requires high standards of conduct from all Directors, past, present and future. This Code of Conduct is designed to provide guidance about what is expected of Directors in their daily work and in their dealings with colleagues, residents, contractors and the wider community. Employees are reminded that the Code of Conduct applies whether the employee is officially "on duty" or not.

The Code of Conduct aims to promote public confidence, to support good working relationships and to ensure that employees do not compromise their own integrity.

## **4. Scope**

This policy details the expectations, professional standards and personal responsibilities of NPML personnel.

## **5. Responsibilities**

All Directors are required to ensure they understand these standards and they should discuss any uncertainties with their line manager. Employees are responsible for reflecting on their own conduct and practice to ensure they meet the standards required of them in order to encourage pupils to do the same.

All line managers are responsible for ensuring employees are aware of these standards of conduct and that they comply with them.

Failure to comply with the Code of Conduct may result in disciplinary action (applies to employees only).

## 6. Principles

Principles All employees are required to comply with the following principles:

- Demonstrate respect for diversity and promote equality;
  - Directors are required to act appropriately towards all residents, contractors, other Directors and visitors to Nocton Park.
  - Directors are expected to understand and comply with NPML Equal Opportunities Policy.
  - It is the responsibility of all Directors to challenge discrimination, bullying and stereotyping.
- Safeguarding;
  - The welfare of all residents is paramount.
  - It is the responsibility of all Directors to safeguard and promote the welfare of all residents.
  - Directors should work, and be seen to work, in an open and transparent manner.
- Demonstrate honesty and integrity and uphold public trust and confidence in NPML
  - Directors must maintain high standards of honesty, integrity and personal behaviour both in and outside of the NPML to uphold public trust within Nocton Park, the local community and beyond.
  - Directors must exercise caution both in and outside of NPML when using information technology and be aware of the risks to themselves and others.
  - Directors are expected to understand and comply with the NPML's Communications Policy.
- Maintain professional standards;
  - Directors are expected to adhere to a dress code that is pursuant with the meeting or work that is being undertaken, i.e. correct PPE etc.
  - Punctuality is important to ensure that all work runs efficiently. All Directors are expected to be ready to start work at the beginning of any meeting or project that they are working on as agreed prior to the commencement of such.
  - Directors are not permitted to use personal mobile telephones during any board meeting except for emergency use only.
- Endeavour to develop productive and supportive relationships with all NPML colleagues;
  - Directors are also expected to communicate and establish productive working relationships with other professional colleagues.
- Maintain Confidentiality;
  - Directors should not disclose information given to them in confidence by anyone, or information acquired which they believe is of a confidential nature, without the consent of a person authorised to give it, or unless

- they are required to do so by law.
- Directors should not prevent another person from gaining access to information to which that person is entitled by law.
  - Directors should not, at any point discuss NPML issues within the wider media, including any and all social media unless it has been agreed in advance by a majority vote from the Board.

Staff must uphold NPML's policies and procedures, and raise any concerns about the life or running of NPML in a responsible and appropriate way. Copies of all policies can be found in NPML's Dropbox site and can be requested by residents.

## **7. Contractors**

In addition to the above principles, Contractors are reminded that they are required to comply with their own company policy's.

## **8. Breaches of this policy**

Any employee (direct or indirect) who breaches this policy may face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

NPML may terminate their relationship with immediate effect with other individuals and organisations working on our behalf if they are found to be in breach of this policy.

Signed

Chair of the Board

Date:

Signed

Witness Director

Date: