

Code of Conduct Policy 2025

Gregson Green Charity which includes Gregson Lane Community Centre is committed to ensuring an environment in which all Trustees, Steering group members and volunteers provide a high standard of professional service.

Purpose

To ensure the Trustees, Steering group members and volunteers understand the standards of conduct expected when they are operating on behalf of Gregson Lane Charity.

Principles

Our core values are:

Accountability

Everything we do here at Gregson Green must be able to stand the test of scrutiny by the public, the media, the Charity Commission, our hirers, community, volunteers, funders, parliament and the courts.

Integrity honesty and respect

These are the hallmarks of our standards when working for and on behalf of the charity. Trustees, Steering group members and volunteers should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of activities related to the charity.

Transparency

Gregson Green strives to maintain an atmosphere of openness and inclusion to promote confidence of their activities, providing reasons for decisions for any actions taken or any restriction of information.

All trustees, steering group members and volunteers must act within and abide by the scope of this policy and ensure that they:

- Do not break the law or act in disregard charity regulations in any respect.
- Will support the objectives and mission of Gregson Green and act as their ambassador and champion.
- Will develop and maintain an up-to-date knowledge of Gregson Green and its events and environment.
- Will always strive to act in the best interests of Gregson Green as a whole and not as a representative of any other group, considering and acting upon what is best for Gregson Green and its strategic plans.
- Will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- Will act upon the judgment and decision of the Steering Group or act in disregard of any requirements and decisions arising from potential conflicts of interest.

- Will not break the law, go against charity regulations or act in disregard of charity policies in relationships with fellow trustees, service users, colleagues, partners and stakeholders or anyone they come into contact within their role at Gregson Green.
- Will strive to establish respectful, professional and courteous relationships and act as an ambassador for Gregson Green.
- Will not make public comments about the charity unless authorised to do so. Any public comments made about Gregson Green will be considered in line with charity policies
- When speaking as an ambassador of Gregson Green, comments will reflect current charity policies even when these do not agree with personal views.
- When speaking as a private citizen will strive to uphold the reputation of the charity and all those who represent it and report any concerns to the Trustees.
- Will respect Charity, Trustee, Steering group members, volunteer's users and hirers and in line with GDPR and Data Protection requirements.

Personal gain

All trustees, steering group members, volunteers pledge:

- To not personally gain materially or financially from their role, unless specifically authorised to do so, nor will permit others to do so.
- To use charity resources responsibly, document expenses and seek reimbursement according to Gregson Green procedure.
- To not accept gifts or hospitality without the prior consent of the chair.

Enhancing governance

All trustees, steering group members and volunteers:

- Participate in induction, training and development activities which are a requirement of Gregson Green.
- Comply with charity policies and procedures.
- Understand that a substantial breach of any part of Gregson Green's policies and procedures may result in action.

If you need any further information, advice or guidance relation to this policy, please contact a Trustee.

This policy has been approved for issue by the Trustees and Steering Group of GREGSON GREEN.

Policy dated: 06/01/2025 (V1) Policy review date: 28/02/2026



