

Hunts Mind



For better  
mental health

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# Hunts Mind

# General Code of Conduct

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Ratified by the Board of Trustees in March 2010

Reviewed in July 2011 and re-ratified in August 2011

To be reviewed August 2013 or as legislation changes

**The Limes  
24, New Street  
St Neots  
Cambridgeshire PE19 1AJ**

**Registered Charity number 1084452  
Company Limited by guarantee 3949645**



## CODE OF CONDUCT

### **Why do we need a Code of Conduct?**

Hunts Mind is committed to the provision of services that will promote mental and physical well being at all times, and that they will be safe, welcoming, friendly and beneficial to all who are involved in them.

Our ethos is based on respect for each other, so that everyone has the opportunity to participate, whatever their role or relationship with the organisation. It is expected that everyone who engages with Hunts Mind will endorse this ethos and that their behaviour and attitude will support it.

### **Operational Context:**

This Code relates to everyone involved with Hunts Mind and its activities whether service users, carers, staff, sessional workers, volunteers or trustees.

This Code of Conduct will operate with due regard and reference to other Hunts Mind policies and procedures e.g. Disciplinary, Confidentiality and Harassment Policies and Complaints and Grievances Procedures.

### **Situations or Acts which would constitute a breach of the Code of Conduct**

- Any illegal activity
- Threats of, or actual, physical violence
- Offensive and/or abusive language
- Bullying/harassment of anyone on any grounds
- Use of, or sale of, illicit drugs or substances whilst engaged in any Hunts Mind activity
- Offensive or inappropriate behaviour due to the influence of alcohol
- Breach of confidentiality except for those exceptions highlighted in the Confidentiality Policy
- Threats of harm to self or others, acts of terrorism
- Failure to comply with any of the established Hunts Mind policies and procedures
- Any comments, whether written or spoken, which might bring Hunts Mind's reputation into disrepute



## Implementation

- Hunts Mind will regularly review and monitor its Code of Conduct, giving due regard to service evaluation
- Everyone in contact with Hunts mind will be made aware of the Code of Conduct through the Induction Process (staff and volunteers) or as part of the referral process (service users).
- The Code of Conduct will be displayed at all the Centres used by Hunts Mind in providing their services
- Everyone involved in Hunts Mind's services has personal responsibility for the implementation of the Code of Conduct
- Breaches of the Code of Conduct will be dealt with in the first instance by discussion with all concerned parties. The relevant Hunts Mind policies and procedures will be invoked, e.g. Complaints and/or Grievance, Service User Suspension Policy and possibly the Disciplinary Policy if this does not provide a satisfactory solution. In extreme situations permanent exclusions may result.
- The Executive Committee has the ultimate responsibility for the implementation of the Code of Conduct.

**Date Policy ratified: 17<sup>th</sup> August 2011**

Signed:

**Chair:** Sharon Cox

**Date for review:** August 2013 or as circumstances dictate.