



Policy Statement

A 'code of conduct' is the rules about how everyone should behave when they are involved in any Pyramid of Arts activity. It applies to everyone equally: all employees of Pyramid of Arts; sessional workers; freelance contractors; group members and trustees.

The purpose of the code is to make sure that everyone behaves and acts in a way that supports Pyramid of Arts and gives a positive impression of our ethos and work.

If you do not follow the code of conduct, you might be excluded from Pyramid of Arts activities. If you are a paid worker, Pyramid of Arts may take disciplinary action against you.

Code of Conduct

Behaviour

- Everyone must do their work to the best of their ability and take responsibility for themselves by
 - following the rules of your contract (if you are an employee)
 - behaving sensibly and always obeying any safety rules

- Everyone should act in professional, friendly and respectful manner – both at Pyramid of Arts, and when you meet someone you know through Pyramid of Arts elsewhere
 - do not behave in a threatening, abusive or violent way
 - you must be sober and not under the influence of drugs when you are at work / attending a Pyramid session

- Everyone must follow Pyramid of Arts' Policies and Procedures at all times. In terms of conduct, this includes special reference to Equality, Diversity and Inclusion; Safeguarding; Health and Safety and Data Protection

- Any information you find out about other members or workers at Pyramid of Arts (for example, about their health, or where they live) is private and confidential. You must not tell the information to anyone else without the person's permission
 - There are exceptions to this rule if you think someone is in danger or breaking the law

Property

- Nobody should make personal use of Pyramid of Arts property, facilities, materials, or resources unless they have permission to do so from a manager
 - This includes using the internet for anything other than Pyramid of Arts work. You can use the internet when you are on a break as long as the websites you visit are legal, do not go against Pyramid of Arts' core values and you do not download anything
- Items taken off-site (e.g. laptops, cameras, keys) remain the property of Pyramid of Arts and you may have to pay for replacements if you lose or break them

Being fair

- Orders and contracts for work must be awarded fairly and offer best value
 - employees should seek three quotes before purchasing / agreeing a contract for anything over £50
 - no special favour should be shown to businesses with particular connections to employees or members
 - do not accept money or gifts from people or organisations that Pyramid of Arts works with without first telling a manager. The manager will decide if it is appropriate or not
- You should not be involved in any decision relating to the employment of an employee / potential employee if you are related to that person or have a close personal relationship (for example, a promotion, their rate of pay or any disciplinary action)
- Tell a manager if you do any work for another organisation which might cause a *conflict of interests* (e.g. if you know Pyramid of Arts and the other organisation are both applying for the same funding)
 - It might not be appropriate for you to work at both organisations at the same time
 - You must not tell other people or organisations private information you have learned about Pyramid of Arts

Questions

- Any questions about the Code of Conduct can be addressed to the Operations Coordinator
- Copies of all Pyramid of Arts Policies and Procedures are available on request