

Foreword and Introduction

This Code of Ethics and Conduct applies to all those involved in Hythe Pier Heritage Association (HPHA). All such individuals have a responsibility to act according to the highest standards of integrity, and to ensure that the reputation of HPHA is beyond reproach. HPHA expects all involved to accept these codes of conduct and any breaches of these codes will be dealt with through the disciplinary procedures.

The ethical environment of an organisation is an essential element in establishing its credibility and furthering its mission. An organisational culture that takes ethical considerations into account at every point cannot be produced simply by having the Board lay down a code; ethical principles must arise from consultation with and responsiveness to the organisation's members, clients, employees, volunteers, and stakeholders. By working with HPHA everyone is committed to maintaining the highest possible standards of behaviour and conduct. The following principles must be adhered to at all times so that work with HPHA can be enjoyed by all.

General Principles

All those involved with HPHA must treat everyone equally and sensitively regardless of age, disability, gender, race, ethnic origin, cultural or social background, sexual orientation, religious belief, political affiliation or any other personal characteristic/ feature. HPHA is opposed to any form of violent, offensive or discriminatory behaviour and will act as necessary to remove individuals from HPHA who do not abide by this Code of Ethics and Conduct.

Everyone involved in HPHA, both adults and children and vulnerable adults have a responsibility to treat people with dignity, respect, sensitivity and fairness. In particular, be aware of the special needs of children and vulnerable adults and recognise that some face additional barriers. Every young person or adult at risk involved in HPHA should be able to participate in an enjoyable and safe environment and be protected from abuse. Allegations of a protection nature relating to the breaking of this Code of Ethics and Conduct must follow the reporting procedures as contained in the HPHA Safeguarding Policy and Procedures.

This Code of Ethics and Conduct is an integral part of HPHA's personnel development programme within which all Trustees and Staff, Volunteers, HPHA Members and HPHA Project Delivery Partners and Beneficiaries must operate. It should be used in conjunction with all other

HPHA policies, procedures or recognised standards.

All those involved with HPHA agree to:

- Treat everyone with equal respect and sensitivity regardless of age, disability, gender, race, ethnic origin, cultural background, sexual orientation, religious beliefs or political affiliation.
- Ensure their behaviour is not misconstrued or open to allegations of favouritism, misconduct or impropriety
- Follow guidance of good practise when working with children and vulnerable adults and report any concerns for their well being to the relevant authority or body
- Uphold the appropriate boundaries in the working relationship between adult children and vulnerable adults
- Abide by all rules and policies of HPHA
- Promote prevention and education regarding child protection policies and procedures across all HPHA activity
- Be a positive role model

There are additional requirements for how children and vulnerable adults should be treated by adults. Adults to children and vulnerable adults:

- Be aware of how your language and behaviour may have an effect and ensure you do not use foul language, humiliate or bully any child/ 'vulnerable adults'
- Make sure you are fully aware of and follow the latest guidance on working with children and vulnerable adults
- Listen and act if a young person tells you they are being bullied or abused