



VIY Team Code of Conduct

Document	Team Code of Conduct
Date of original document	March 2018
Original document author	Ed Sellwood
Latest document revisions	May 2024
Revised by	Hannah Denny
Approved by	Ed Sellwood
Next review date	May 2025

Policy statement

This Team Code of Conduct outlines our expectations regarding VIY team members' behaviour towards our team mates, mentors, volunteers and the overall organisation.

This is designed to help us all have a **great day at work**, achieving great impact for our organisation, whilst living our company values. Working together in the **most positive, most effective** way as a team.

Scope

This policy applies to all individuals working for VIY regardless of employment agreement or their position within the organisation, as a paid team member or volunteer.

While working for VIY, individuals should at all times maintain professional and responsible standards of conduct and failure to do so could lead to formal action being taken under our Disciplinary policy. In particular team members should:

- Observe the terms and conditions of their contract or working agreement, particularly with regard to hours of work and confidentiality;
- Observe all our policies, procedures and regulations which are included in the introductory handbook or notified to team members from time to time by email;
- Take reasonable care in respect of the health and safety of colleagues and third parties and comply with our Health and Safety Policy;
- Comply with all reasonable instructions given by managers; and
- Act at all times in good faith and in the best interests of our organisation, stakeholders and team

We're collaborative

We work in partnership with like-minded organisations and work very collaboratively as a team, trusting and supporting each other.



We:

- Treat our company's property, whether material, knowledge or verbal, with respect, care and confidentiality - this includes trademarks, copyright and other property (information, grievances, reports etc)
- Respect the reputation of the company, our team members, partners and all stakeholders, including not communicating or behaving in a way which may harm VIY's reputation and future success, particularly in front of external stakeholders
- Protect company facilities and other material property (e.g. power tools) from damage and vandalism, whenever possible
- We do not tolerate any form of bribery, whether direct or indirect, by, or of, our employees, officers, agents or consultants or any persons or companies acting for it or on its behalf. We are committed to implementing and enforcing effective systems throughout the Organisation to prevent, monitor and eliminate bribery, in accordance with the Bribery Act 2010

We're flexible

We operate with 'flexibility within frameworks' and adapt our approach to achieve the best possible outcomes where needed. We're flexible as a team too, empowering individuals to do their best work.

We:

- Avoid any personal, financial or other interests that might hinder our capability or willingness to perform our job

We're inclusive

We work hard to offer equal opportunities and a level playing field to everyone on our programmes, to suit different backgrounds and needs. We also respect and celebrate the diversity of our own team - we encourage everyone to be their true selves.

We:

- Respect everyone we work with and behave according to our [Equal Opportunities Policy](#) in all aspects of our work
- Speak **politely and professionally** to one another, both internally to other VIY team members and other external stakeholders. We are mindful of **what we say**, the tools we choose to do so and our inclusive language, following VIY's [Equality and Diversity Policy](#)



- Understand the **needs** and any **particular ways of working** of those we work with so we can all be our true selves at VIY - and feel comfortable to share this with those we work with in the first place

We're passionate

We really care about what we do – we are ambitious and driven to help VIY realise its full potential.

We:

- Think about what we're wearing - whether working from home, meeting partners or working on site. We like to look neat, clean and tidy and dress in a manner appropriate to our role
- Are positive in the work we do and the approach we take as individuals to our work and with our team mates
- Share and receive best practice with the team and our stakeholders to help move us forward in the best way