

MENTAL HEALTH MOTORBIKE - CODE OF CONDUCT (Aug 2020)

FOR STAFF, CONSULTANTS, VOLUNTEERS, SUB CONTRACTORS & PROJECT PARTNERS

(Lead person to report to Paul Oxborough tel. 07990 578784, paul@mhmotorbike.com)

Introduction

The purpose of this code of conduct is to assist you in carrying out your responsibilities when working for or with Mental Health Motorbike (“MHM”), by making clear the standards of professional and personal behaviour MHM expects you to meet.

Scope

- This code applies to everyone who works for or with MHM, including full time or part time employees, consultants, contractors and volunteers working on behalf of MHM.

Interpretation

- Our intention is that this code should be based on common sense.
- If you are in any doubt about the meaning, interpretation or application of any part of this code, you should consult one of the MHM Team for clarification.

Declaration

- Before you work with MHM, you are duty bound to declare any criminal record you may have or have had, either in the UK or elsewhere. Depending on the nature of your record, this will not necessarily prevent you from working with MHM (contact paul@mhmotorbike.com to discuss this in confidence).
- There may be certain roles where you will be expected to do the DBS or Police Check, the cost of this will be covered by MHM.

Reputation and accountability

- You should be mindful of MHM’s reputation at all times and should not act in any way that is inconsistent with this. You must put the best interests of MHM at the forefront of your work.
- You should seek all possible opportunities to promote a positive image of MHM and to enhance and widen its reputation.
- If you fail to comply with this code, this may result in termination of your contract.

Maintenance of standards; whistleblowing

- You are expected to uphold and promote MHM’s professional standards. This means that as well as setting an example by your own conduct, you also have a duty to ensure these standards are adhered to by other staff.
- If you observe or otherwise identify someone else acting or behaving in ways which you believe are contrary to this code or otherwise inappropriate, you should point this out to them privately. If after that you are still unhappy, you should raise the matter with one of MHM’s Team without further delay.
- It is MHM’s policy to treat any such report in the strictest confidence and to investigate fairly, objectively and discreetly any allegations made.

Protecting vulnerable people and safeguarding

- Protecting the physical and emotional wellbeing of vulnerable people is of paramount importance to MHM and should always take precedence over other considerations.
- In all your behaviour during any MHM project, event or activity (including free time) you must put these welfare considerations above all else. You must ensure that you behave in ways consistent with this.
- When working with vulnerable people, you are in a position of trust. It is important that you acknowledge the influence and effect your behaviour can have on them.



You should pay particular attention to:

- the mental wellbeing, experience and cultural background of each vulnerable person
- any factors which may make a person more vulnerable, such as physical or mental disability, language barriers, social exclusion etc.
- You must challenge any behaviour, by vulnerable people themselves, that is aggressive, racist, homophobic or sexually suggestive or otherwise inappropriate.
- You should avoid unnecessary or unplanned situations where you are put at personal risk by a vulnerable person.
- Inappropriate behaviour will not be tolerated and may lead to immediate dismissal or cancellation of any contracts (paid or volunteer).
- Always report any accident or incident to MHM's Team

Personal behaviour

- Your behaviour should at all times command respect and set a positive example to others. You must not behave in any way that might bring MHM, its partners or other staff into disrepute.
- You must be polite and courteous at all times. You should keep your emotions under control, even in difficult or stressful situations. In cases of argument, it is advisable to leave the issue aside until it can be resolved calmly and away from the heat of the moment.
- You should be punctual and reliable. If you undertake to do something, you should do it. If you are unable to do something, you should explain the reasons why not in plenty of time. Do not make promises you cannot keep.
- Always consider how your actions may be perceived by others.
- You must avoid sexually suggestive behaviour, or any physical contact likely to cause a vulnerable person fear or embarrassment.
- Avoid situations which pose a physical risk to yourself or others.
- Physical violence is totally unacceptable. Bullying or harassment will also not be tolerated.

Social media and online behaviour

- As a member of MHM staff you should consider what you post online even in a private capacity. Anything in the public domain is liable to be viewed by your network and you will be judged by this, even if you do not intend or expect it. This can also directly influence people's opinion about our organisation, thus affecting our professional reputation.

Political and intellectual neutrality

- You must never allow your own personal, political or religious opinions to interfere with your professional work or to compromise MHM's ethos or inclusion policy. As a part of your work, you may be required to work with people whose political, religious or cultural values are different from your own.
- In the course of your work with MHM, you must on no account seek to advocate, promote or proselytise political, cultural or religious dogma on behalf of yourself or others.
- If for any ideological, political, religious or cultural reasons you feel unable to work on a particular project, you should declare this.

Inclusion, equal opportunity and tolerance

- You should offer equal respect to everyone you work with.
- You should actively challenge and combat racist, religious, sexual, cultural or any other form of prejudice or discrimination whenever or wherever you find it.
- MHM prides itself on its inclusion policy – please support this in your engagement with clients

Relationships

- You should maintain good working relations with other staff. Differences of opinion should be resolved amicably. If you feel this is not possible, you should ask one of MHM's Team to mediate / arbitrate.
- You should avoid putting yourself in situations with clients which will make you vulnerable or open to allegations of inappropriate behaviour.

Conflict situations

- In the event of a violent incident a written report should be given to a MHM lead person within 24 hours of the incident taking place

Alcohol, smoking and drugs

- You must never offer illegal substances to any clients.
- If your duties involve driving as part of a MHM activity, you must avoid alcohol.
- Drunken behaviour at any MHM is unacceptable.
- MHM Staff should not take illegal substances whilst on a MHM event/activity
- Possession, use or trading of illegal substances, will result in immediate dismissal.

Driving

- If your duties include driving as part of MHM activity/event, you must be in possession of a valid full driving licence and insurance.
- When driving on official duties, you must exercise even greater caution and care than you would for yourself personally. You must strictly obey traffic and road safety laws and regulations. Set an example to others.
- If you are, or think you may be, over the legal blood alcohol limit, you must not drive.

The environment

- You should actively try to protect and respect the environment and prevent environmental damage where possible.

Data protection, privacy, confidentiality & disclosure

- MHM is committed to protecting all data held on individuals, groups or organisations, in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and the General Data Protection Regulations 2018. This legislation also gives staff and others the right to access the information held about them.
- You have a responsibility to safeguard the security and confidentiality of any personal information you may hold on behalf of MHM at any time. You should ensure that such information is shared only with those who have a clearly established and legitimate need to use it, and to the extent required, in the course of MHM's work.
- Notwithstanding the above, you have a duty to disclose all or any information known to you, if so required by the police or other legal authority.
- You must not use any information obtained in the course of your work with MHM for personal gain or benefit, nor should you pass it on to others who might use it in such a way. This would be regarded as a direct breach of confidentiality.
- You must not pass on to any third party (organisation or individual) any information or document which might be regarded as commercially sensitive (e.g. MHM policy, business plans, financial documents etc).

Intellectual property

- MHM asserts the rights to all intellectual property (programme or project content, activities, methodology materials and documentation) developed for or during projects/activities. MHM holds copyright to the logo and materials shared with you, please respect this and avoid using any products without permission or out of context to the job you have been assigned

Business opportunities, contacts and personal interests

- You should not use any position, information or contacts acquired in the course of your work with MHM to further your own or other people's personal or business interests.
- You should not make use of MHM's intellectual property to conduct private work.
- If you make new contacts or identify business or project opportunities during your work with MHM, you should follow these up first and foremost in your capacity as a member of MHM staff.
- If you wish to develop such an opportunity independently of MHM, you should first clear this with MHM's Directors as a matter of courtesy.

Sponsorship, partnerships and donations

- If another organisation is seeking to sponsor a MHM activity, whether by invitation, tender, negotiation or voluntarily, the policy provisions above concerning hospitality, gifts and purchasing still apply. No sponsorship should be accepted without the prior agreement of one of MHM's Directors.
- If MHM decides to sponsor or support an event, activity or service, or to enter partnership with another organisation, you must declare in writing to MHM's DIRECTOR'S any possible conflict of interest or any benefit you or a member of your family, or anybody with whom you have a close association, is likely to receive.
- You must not offer any kind of sponsorship, financial or other support, cooperation agreement or partnership in MHM's name without the prior agreement of MHM's DIRECTOR'S.

This Code of Conduct forms an integral part of your contract or other professional agreement with MHM World.

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DECLARATION

I confirm that I have read MHM Code of Conduct and I agree to abide by its terms.

Name _____

Signature _____

Date _____