Selsey Community Forum
Staff Policy and Code of Conduct

Policy Statement

Selsey Community Forum values the contribution of its employees and is committed to providing a fair, respectful and professional working environment. This Policy sets out the standards of conduct and behaviour expected of staff and provides an overview of certain employment-related expectations and arrangements.

Role of Staff

Before recruiting staff, consideration must be given to the appropriateness of the role envisaged, bearing in mind the following:

- The roles of volunteers and those of staff should be distinct.
- Where the creation of a new role is likely to materially affect existing employees or working arrangements, appropriate consultation will take place where required.
- When an employee role is identified, an appropriate job description should be prepared setting out the main duties, responsibilities and requirements of the role.

Recruitment and Selection

Recruitment and selection will be carried out in accordance with Selsey Community Forum's HR Policy and Procedures and Equality, Diversity and Inclusion Policy. Selection decisions will be based on objective, job-related criteria and appropriate recruitment checks will be completed where required.

Contract of Employment and Job Description

Employees will be provided with appropriate employment documentation setting out their terms and conditions of employment and a job description outlining the main duties and responsibilities of their role. Any proposed contractual variation will be managed in accordance with applicable legal requirements and appropriate consultation. Job descriptions may be reasonably updated from time to time to reflect changes in duties, responsibilities or working arrangements, following consultation where appropriate.

Induction and Training

New employees will receive an appropriate induction relevant to their role, including information about Selsey Community Forum's activities, key policies and procedures, health and safety, safeguarding where applicable, communication arrangements and any mandatory or role-specific training. Further training, guidance or support may be provided where duties or responsibilities change.

Personal Details

- Staff are responsible for notifying their manager of any changes in their personal details (such as home address or other contact information and next-of-kin details).
- Personal information will be processed and held securely in accordance with applicable data protection

legislation and Selsey Community Forum's Data Protection Policy.

- Employees have rights in relation to their personal information under applicable data protection legislation, including rights of access subject to the applicable legal requirements and exemptions.
- Employees must inform their manager where they become subject to a criminal conviction, caution, restriction, investigation or other matter that may reasonably affect their ability or suitability to perform their role, including where relevant to safeguarding, regulatory or professional requirements.

Requirements at Work

- Staff are expected to embrace the five codes of ethics
  - ✓ Integrity
  - ✓ Objectivity
  - ✓ Professional competence
  - ✓ Confidentiality
  - ✓ Professional behaviour
- Employees are expected to carry out reasonable duties within the scope of their role and to cooperate with reasonable changes to working procedures.
- Where an employee has concerns about an instruction or working requirement, they should raise the matter promptly with their manager or another appropriate person. Where the concern cannot be resolved informally, the employee may raise it under the Grievance Policy where appropriate.
- Employees are expected to comply with agreed working hours and rota arrangements and to provide reasonable flexibility where required by the needs of the Charity, subject to their contractual terms and applicable working-time requirements.
- Employees are expected to maintain a standard of dress and appearance that is appropriate to their role, duties, working environment and any relevant health and safety requirements. Selsey Community Forum will respect individual expression and requirements relating to religion or belief, disability, sex, gender reassignment and other protected characteristics, subject to legitimate and proportionate requirements of the role.
- Employees must treat colleagues, volunteers, service users and external contacts with dignity, courtesy and respect. Discrimination, bullying, harassment, sexual harassment, victimisation, intimidation or abuse will not be tolerated and may be dealt with under the relevant Selsey Community Forum policy or disciplinary procedure.
- Employees must protect confidential and personal information and follow Selsey Community Forum's Data Protection and IT Security requirements, including securing documents and locking or logging out of devices when unattended.
- Use of Selsey Community Forum IT equipment must comply with the IT Security and Acceptable Use Policy, including any rules relating to reasonable personal use.
- Overtime or additional hours must be authorised in advance where required. Any entitlement to payment or time off in lieu will be determined in accordance with the employee's contract and Selsey Community Forum's agreed arrangements. Employees should not routinely work additional hours without prior agreement.
- Employees should, where reasonably practicable, arrange routine personal appointments outside working hours. Where this is not possible, arrangements should be discussed with the line manager in advance. Sickness absence and other absence must be reported in accordance with the relevant Selsey Community Forum policy or procedure.
- Staff are encouraged to be vigilant in spotting circumstances that create conflicts of interest, either to themselves or to others. Employees must declare any actual, potential or perceived conflict of interest in accordance with Selsey Community Forum's Conflict of Interest Policy.
- Employees must not accept gifts, hospitality or other benefits that could reasonably be seen as influencing, or attempting to influence, their judgement or actions. Any gift or hospitality received should be declared where required under Selsey Community Forum's applicable arrangements. Cash gifts must not be accepted. Low-value promotional items or modest hospitality may be accepted where

appropriate, provided there is no actual or perceived conflict of interest.

- Annual leave entitlement and arrangements are set out in the employee's contract and Selsey Community Forum's Annual Leave Policy. Employees are encouraged to take their annual leave entitlement within the applicable holiday year, subject to the rules on carry-over and any statutory rights.
- Smoking and vaping are not permitted within Selsey Community Forum premises or other areas where prohibited by law or applicable site rules. Employees must comply with Selsey Community Forum's Smoking and Vaping requirements when representing the Charity or attending its activities.

Expenses

Expenses reasonably and necessarily incurred on behalf of Selsey Community Forum may be reimbursed where authorised and supported by appropriate evidence, in accordance with the Charity's expenses arrangements.

Employees using their own vehicle for work purposes must hold a valid driving licence, appropriate insurance for business use where required, and ensure the vehicle is roadworthy and legally compliant. Evidence may be requested where appropriate.

Development and Supervision

Employees will receive appropriate supervision, support and performance review in accordance with Selsey Community Forum's HR Policy and Procedures and any applicable supervision or appraisal arrangements. These discussions may include performance, workload, wellbeing, training, development and future objectives.

Continuing Employment

Selsey Community Forum's activities and staffing levels are dependent on available funding and organisational requirements. Where funding changes create a potential risk to employment, Selsey Community Forum will follow a fair process and comply with applicable legal requirements, including consultation and consideration of alternatives where appropriate.

Support and Wellbeing

Employees are encouraged to raise work-related concerns or support needs with their line manager or another appropriate person. Where an employee prefers not to speak with their line manager, they may approach another appropriate manager, Trustee or nominated contact. Appropriate support or signposting will be considered where available.

Other Matters

Employees will be provided with access to the policies, procedures and handbook relevant to their role and will be expected to familiarise themselves with and comply with those requirements. This Policy should be read alongside Selsey Community Forum's Staff Handbook and relevant employment policies and procedures.

This Policy will be reviewed at least annually and sooner where appropriate, including where there are relevant changes in legislation, guidance, organisational arrangements or working practices.

Version Control

Version Number	Date of Update	Amendments
1.0	October 2025	Annual Review
2.0	October 2026	Reviewed and updated in line with current guidance