



Code of Conduct - Staff

All staff are expected to adhere to this code of conduct, which sets out expected standards of behaviour. There is a similar but separate Code of Conduct for volunteers and contractors.

- Staff are expected to undertake their duties to the best of their ability and with due care. Staff should be collaborative and should try not to disrupt the workplace or present obstacles to their colleagues' work.
- Staff should comply with the written policies and procedures of ADI, including abiding by ADI's values and Code of Ethics. Staff must also comply with applicable national and local laws.
- Staff should care for their own health and safety and that of others while at work.
- Staff should treat with respect and care the property of ADI and those we work with. This includes equipment and physical property as well as intellectual property, data and documents. Money should be carefully accounted for.
- Staff have a responsibility to ensure their regular attendance for work, unless absence is planned or due to illness or emergency, as set out in the Sickness and absence policy.
- ADI does not have a specific dress code. Staff must ensure that their clothing and appearance are appropriate for the situation in which they are working and those they are working with.
- Staff should treat all people fairly with dignity and respect, regardless of their age, gender, disability, sexual orientation, religion, race or any other characteristic. Discriminatory behaviour, harassment and bullying are unacceptable. Harassment is unwanted conduct which has the purpose or effect of either violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power which undermines, humiliates, denigrates or injures a person. Without intending to be exhaustive, examples include:
 - Offensive emails or messages or the display of offensive materials
 - Verbal abuse
 - Unwelcome and hurtful jokes
 - Denigrating someone based on a protected characteristic – for example, their race, gender, sexual orientation or disability
 - Direct or subtle threats
 - Intentionally sabotaging or undermining a person's work
 - Ignoring or isolating a person
 - Staring or leering in a sexual way
 - Unwanted physical contact

- Aggressive physical behaviour
 - Repeated behaviour which a person has previously objected to
- Staff must not engage in sexual activity with anyone under the age of 18 (mistaken belief in the age of a child is not a defence). Staff must not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics. Staff must not exchange money, benefits, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- ADI recognises that a proportion of close personal relationships are formed at work. Staff must inform their line manager if they have a close personal relationship with an employee or volunteer of ADI which could be reasonably considered to have an impact on the way they conduct themselves at work. Members of staff or volunteers who are relatives or who have a close personal relationship should not have a supervisory relationship with each other.
- Staff should declare any financial, personal, family (or close intimate relationship) interest in business matters which may impact on the work of ADI, in accordance with the Conflict of interest policy. Staff should not be involved in awarding benefits or contracts where they have a possible conflict of interest.
- The use or misuse of alcohol or other drugs can affect work performance and lead to unacceptable behaviour. Staff are expected to be unimpaired by alcohol or drugs while at work. ADI encourages a moderate and responsible approach towards the serving and consumption of alcohol and this applies to work events and social events connected to work, which should provide an inclusive environment for those who choose not to consume alcohol. ADI recognises that drug and alcohol dependency should be treated in the same way as other illnesses. Where a staff member has been encouraged to seek assistance for an alcohol or other drug problem but fails to do so, disciplinary action may be instituted.
- ADI does not seek to dictate how employees conduct themselves outside work. However, unlawful, discriminatory, anti-social or other poor conduct by employees which may jeopardise the organisation's reputation may be dealt with through the disciplinary procedure.