



Old Farnley & District Community Association

Trading as Farnley Community Centre

Charity Number: 1206552

CODE OF CONDUCT

Effective from: 01/09/2025

Review by: 01/09/2026

Code of Conduct

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For: Old Farnley & District Community Association trading as Farnley Community Centre

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1. Purpose

This Code of Conduct sets out the standards of behaviour expected of trustees, staff, volunteers, contractors, and service users at Old Farnley & District Community Association, trading as Farnley Community Centre. It ensures that everyone acts with integrity, respect, and accountability.

2. Principles

- Respect – treat all individuals with dignity, fairness, and courtesy.
- Integrity – act honestly, responsibly, and in the best interests of the charity.
- Accountability – accept responsibility for actions and decisions.
- Inclusivity – promote equality, diversity and inclusion at all times.
- Safety – prioritise the safeguarding and wellbeing of all service users, staff and volunteers.

3. Expected Behaviour

All representatives and service users are expected to:

- Comply with charity policies and procedures.
- Promote a safe, inclusive, and welcoming environment.
- Respect confidentiality and handle personal data responsibly.
- Work cooperatively and avoid behaviour that could cause harm or distress.
- Raise concerns through the appropriate channels.

4. Unacceptable Behaviour

The following behaviours will not be tolerated:

- Discrimination, harassment, bullying, or victimisation.
- Aggressive, abusive, or offensive behaviour.
- Breach of safeguarding or health & safety policies.
- Unauthorised use of charity funds, property, or resources.
- Substance misuse on the premises.
- Actions that bring the charity into disrepute.

5. Conflict of Interest

Trustees, staff, and volunteers must declare any personal or financial interests that could conflict with their role, in line with the Conflicts of Interest Policy.

6. Breaches of the Code

- Minor breaches will be addressed informally through discussion.
- Serious or repeated breaches may result in disciplinary action, termination of volunteering or employment, or exclusion from the centre.
- Trustees may be removed in line with charity governance procedures.

7. Monitoring & Review

This Code of Conduct will be monitored by trustees and reviewed annually or sooner if required.

8. Policy Governance

- Approved by the Board of Trustees of Old Farnley & District Community Association on 01/09/2025.
- Next review due annually.
- Policy owner: Chair of Trustees (Peter Allison).