



<b>Policy Name</b>	Code of Conduct for Staff
<b>Policy Category</b>	Staffing
<b>Policy Number</b>	S04
<b>Date to Management Committee</b>	August 2021
<b>Previous Review</b>	May 2018
<b>Next Review Date</b>	August 2024
<b>Links to other Policies</b>	S01 Conditions of Service, S18 Whistleblowing, G12 Gifts and Hospitality
<b>Consultation</b>	Staff, Committee

*This document will be made available in different languages and formats on request, including Braille and audio formats.*

## 1. POLICY AIMS AND OBJECTIVES

This Code of Conduct is for staff of Knowes Housing Association. Staff should familiarise themselves with the contents of the code and should act in accordance with the principles set out in it.

## 2. LEGAL FRAMEWORK

Through this Code of Conduct and the other Policies and Procedures adopted by the Association, it is intended that staff through complying with these policies will also comply with current employment legislation.

## 3. RISK ASSESSMENT

This Code of Conduct is put in place to address the risks related to possible claims from divulging confidential information, inappropriate behaviour by or towards staff or customers and inappropriate use of Association property.

# CONTENTS

<b>Introduction</b>	<b>P2</b>
Who the Code applies to	P2
How the Code is structured	P3
<b>The Code of Conduct</b>	<b>P5-111</b>
<b>A. Honesty and Integrity</b>	<b>P5-7</b>
• Gifts and hospitality	p5
• Prevention of bribery	p5
• Personal benefit	p5
• Resources, facilities and premises	p6
• Funds and expenses	p6
• Tenants/service users and money	p6
• General responsibilities	p7
<b>B. Openness and Accountability</b>	<b>P7-8</b>
• Declaring interests	p7
• Handling information	p7
• Respecting confidentiality	p8
• Using social media	p8
• Reporting concerns	p8
<b>C. Selflessness, Objectivity, Leadership</b>	<b>P8-10</b>
• Fulfilling your role	p8-9
• Working with tenants and other service users	p9-10
• Upholding our reputation	p10
• Showing respect for others	p10
<b>Breach of the Code</b>	<b>P12</b>
<b>Statement of acceptance</b>	<b>P11</b>
Appendix 1: Declaring and managing personal interests	P12-15

## **Introduction**

There are references throughout this Code of Conduct (the Code) to 'you' and 'your' which means the member of staff of Knowes HA who has signed this Code. References to 'we', 'us' and 'our' mean Knowes HA.

1. Knowes HA attaches the greatest importance to ensuring that high standards of behaviour are demonstrated by all of our people and in all of our activities.
2. This Code of Conduct sets out the standards of conduct required of you as a member of our staff. You are required to observe these standards in all the activities that you undertake in connection with your employment with Knowes HA.
3. As a Registered Social Landlord (RSL), we are required to adopt and comply with an appropriate Code of Conduct<sup>1</sup>. This Code is based on the Model Code of Conduct produced by the Scottish Federation of Housing Associations and Employers in Voluntary Housing – Supporting Social Employers (EVH). The Scottish Housing Regulator (SHR) has confirmed that this Code fully complies with its Regulatory Standards.
4. You must make yourself familiar with the terms of this Code and act in accordance with its requirements at all times. You are required to sign the Code (in the 'Statement of the Acceptance' on page 11) to confirm that you have read and understood the terms of the Code and you have a personal responsibility to uphold the requirements of this Code.
5. You must also ensure you are familiar with, and comply with all of our policies.
6. If there are any aspects of this Code, or of any of the related policies, on which you are unclear, you must seek guidance from your manager. Your manager or the Director will also be able to give guidance where you are unsure how the Code or related policies apply in a particular situation.
7. This Code of Conduct was adopted by the Committee on 3<sup>rd</sup> August 2021

## **Who the Code applies to**

8. This Code of Conduct applies to everyone who works for us whether employed directly or otherwise.
9. A copy of this Code will be given to every person that it applies to.

---

<sup>1</sup> Scottish Housing Regulator, (2019) Regulatory Framework, Regulatory Standard 5.2,.

## **How the Code is structured**

10. The Code is based on the Nolan Principles on Standards in Public Life<sup>2</sup> which are recognised as defining good conduct for those who work for the public using public money.
11. We have defined three groups of principles as the basis for the Code:
  - A. Honesty and Integrity p 5-7
  - B. Openness and Accountability p 7-8
  - C. Selflessness, Objectivity, Leadership p 8-10
12. Each of the three sections begins with a statement of principle. This is followed by a number of provisions which set out the requirements of the Code in more detail.

**The Code is not exhaustive and it should be remembered that all staff members of RSLs are responsible for ensuring that their conduct at all times meets the high standards that the RSL sector is recognised for upholding. As well as observing the detail of the Code, you should apply its intention and spirit to all situations in employment.**

**You are required to sign the Statement of Acceptance at the conclusion of this code on page 12 which also outlines the implications for any breach of the code.**

---

<sup>2</sup> Committee for Standards in Public Life (May 1995)

## The Code of Conduct

### A. **Honesty and Integrity:**

You must act at all times with honesty and integrity. You must not use, or seek to use, your position to gain financial or other benefit for yourself, your family or friends.

### **Gifts and hospitality**

- A.1 I will act, and be seen to act, wholly in the interests of our organisation, our tenants, other residents in our communities and other service users. I will ensure that I do not benefit improperly from my position.
- A.2 I will not accept any offers of gifts or hospitality from individuals or organisations which might reasonably create – or be capable of creating – an impression of impropriety, influence or place me under an obligation to these individuals or organisations. I will comply with our policy on the matter.

### **Prevention of bribery**

- A.3 We must comply with anti-bribery legislation. I will comply with, anti-bribery and corruption policies.
- A.4 We forbid all forms of bribery - meaning a financial or other advantage or inducement intended to persuade someone to perform improperly any function or activity. I will not offer, seek or accept bribes and I will comply with our policy on bribery. I am aware that offering, seeking or accepting bribes will result in disciplinary action and may also result in criminal prosecution.
- A.5 I will report to my manager or the Director any instances of suspected bribery within the organisation or any external organisation with which we have dealings.

### **Personal benefit**

- A.6 I recognise that neither I, nor someone closely connected to me, can as a result of my role with the organisation receive preferential treatment relating to any services provided by the organisation or its contractors/suppliers: I will ensure that I can demonstrate this.
- A.7 I will not use, or seek to use, my position to promote my personal interests or those of any person with whom I am closely connected or the interests of any business or other organisation with which I have a connection.

Section 3 of Appendix 1 defines what is meant by 'closely connected'.

### **Resources, facilities and premises**

- A.8 I will only use our resources, facilities and premises only for the purposes intended and in a responsible and lawful manner. This includes office premises,

telephone, computer and other IT facilities, equipment, stationery, transport and staff.

Reasonable personal use of office telephones and computers and company mobile telephones is permitted but must be kept to a minimum.

A.9 I will comply with all of our relevant policies, including (but not exclusively) usage of internet & email social media, health & safety, equal opportunities and dignity at work.

A.10 I will not undertake work for another organisation - or for any personal business - on Knowes HA's premises nor use our resources or facilities for such a purpose, unless you have specific permission from your line manager.

### **Funds and expenses**

A.11 I recognise that Knowes HA's funds must be safeguarded from abuse, theft or waste. At all times I will apply and observe all of our financial regulations and internal controls.

A.12 I will comply with our relevant policies when procuring goods/services or claiming expenses.

### **Tenants/service users and money**

A.13 As a general rule, in relation to tenants and service users I will not:

- Give or loan them money
- Receive a gift or loan of money from them
- Invite or influence them to make a will or trust under which I am named as executor, trustee or beneficiary.

### **General responsibilities**

A.14 I will not act in a way that unjustifiably favours or discriminates against particular individuals, groups or interests.

I am aware that under the Equality Act 2010, the following nine characteristics are specifically protected: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

A.15 In presenting information I will take all reasonable steps to ensure that I set out the facts and relevant issues truthfully.

A.16 I will avoid any situation that could give rise to suspicion or suggest improper conduct.

A.17 I will inform my line manager or Director if I am notified of any action by a professional body that is relevant to my role with Knowes HA and / or which could impact Knowes Has reputation that I am or may be party to.

**B. Openness and Accountability:**

You must declare all relevant personal interests. You must handle information in accordance with our policies and procedures. You must report to the appropriate senior person within Knowes HA any reasonable and honest suspicions you may have about possible wrongdoing.

**Declaring interests**

B.1 I recognise that Knowes HA must ensure that no conflict arises, or could reasonably be perceived to arise, between your duties and your personal interests, financial or otherwise. I will declare, and manage openly and appropriately, any actual or potential interests or conflicts.

B.2 Where I have a personal, business or financial interest in any matter that is relevant to Knowes HA's activities or is being considered (or is likely to be considered), or you know that someone to whom I am closely connected has such an interest, I will declare it promptly and record it in our Register of Interests.

B.3 I will keep your entry in the Register of Interests complete, accurate and up to date.

**Handling information**

B.4 I will observe and uphold the legal requirements and our policies in respect of the storage and handling of information, including personal and financial information. Our Data Protection Policy gives further guidance.

B.5 I will respond to requests for information positively and must not prevent people or bodies from being provided with information that they are entitled to receive.

B.6 I will not use confidential information acquired through your work as one of our employees for your private interests or any other purpose for which it is not intended.

**Respecting confidentiality**

B.7 I will respect confidentiality and ensure that you do not disclose information to anyone who is not entitled to receive it, both whilst I am a member of staff and after I have left employment Knowes HA.

B.8 Unless specifically authorised to do so, I will not make comments or statements in public or to the media, or on social media sites or pass any documents or

other information to the press or media about us or our activities. If I am approached by the press or other media I will quickly pass the enquiry to the Director.

- B.9 I will not publish any material or deliver any lecture or address any issues relating specifically to us or our activities without prior approval. This includes invitations to speak at conferences and external events.

### **Using social media**

- B.10 I will not disclose any private or confidential information relating to us, our customers, partners, suppliers, board members, or employees on any social networking sites, bulletin boards, blogs or similar (See also C12 under 'Upholding our reputation'). This applies whether I am posting under my own name or a pseudonym.

### **Reporting concerns**

- B.11 If I become aware of any actual or potential fraud, corruption or wrongdoing, or breaches of this Code, I will report this to my manager or to the Director. I am aware that I may do so on a confidential basis. Our policy on whistleblowing gives further information.

- B.12 I will not victimise any person who has used - or intends to use, or is suspected of having used - our confidential reporting or whistleblowing procedures to report any actual or alleged fraud, corruption or wrongdoing by others.

### **C. Selflessness, Objectivity and Leadership:**

You must act in the best interests of Knowes HA at all times within the framework set by the organisation, working to promote our aims and objectives, upholding our values and setting a good example by your own conduct.

### **Fulfilling your role**

- C.1 I will comply with my terms of appointment and our policies and procedures relating to my role.

- C.2 I will fulfil my duties responsibly, exercising reasonable skill and care and acting at all times in our best interests and that of our tenants and other service users.

I will always aim to put the needs of our tenants and service users first, in my day-to-day work, within the framework of our policies and procedures.

- C.3 I will uphold and promote Knowes HA's values, aims and objectives and in accordance with the relevant legal and regulatory requirements (including those, as applicable, of the Scottish Housing Regulator, the Office of the



Scottish Charity Regulator, the Financial Conduct Authority and the Care Inspectorate).

If I am in doubt as to the legal and regulatory requirements that are relevant to my role, you must seek guidance from your manager.

- C.4 I will work at all times in accordance with our policies and procedures and not allow my own personal or political opinions to affect the way in which you carry out my duties. This does not impinge on my right to be an active citizen or, to be an active trade unionist.
- C.5 I will take direction from your line manager, other senior managers and the governing body, and exercise responsibly any authority that comes with my role as a staff member.
- C.6 I will not seek to use informal channels to influence the governing body regarding decisions to be made about the conduct of our business.
- C.7 I will consult my manager before taking on any outside work or any position (paid or unpaid) that will in any way impact on my role with Knowes HA. I recognise that any such work or position must not interfere with your existing job or conflict with our interests.
- C.8 I will participate in any necessary training, and play an active part in our performance appraisal process. I will contribute to the identification of any personal training needs I may have in order to keep my professional skills and knowledge up to date.

#### **Working with tenants and other service users**

- C.9 I will maintain high standards of professionalism, fairness and courtesy in all my dealings with tenants and other service users.
- C.10 I will not allow any personal relationship with a tenant or other service user to conflict with the conduct of my role and responsibilities.
- C.11 I will use the appropriate channels for handling tenancy and service provision issues. I will not act outside our established procedures in any matter concerning any tenant or other service user.

## **Upholding our reputation**

C.12 I will not act in a way that could reasonably be regarded as bringing or risks bringing Knowes HA into disrepute. This would include publicly making any derogatory comments about the organisation, its staff, governing body members, service users, partners and anyone that we are doing business with.

I will discuss any grievance or concern that I have about a member of staff or the Committee with my line manager or with the Director.

C.13 I will always be a positive ambassador for Knowes HA and our work, especially when attending events as a member of our staff or in dealing with outside bodies.

## **Showing respect for others**

C.14 I will always treat others with courtesy and respect at all times. This includes considering the views of others and being tolerant of differences.

C.15 I will adhere to both the letter and the spirit of our equality and diversity policy. See also A.14 above about the need to avoid discrimination of any kind.

C.16 I will always conduct myself in a courteous and professional manner. I will not, by my actions or behaviour, cause distress, alarm or offence.

C.17 I will not harass, bully or attempt to intimidate any person.

C.18 I will take care when displaying materials in the office and ensure that these would not reasonably cause offence to your colleagues. If in doubt, consult your line manager before displaying any materials.

C.19 When attending meetings, I will be courteous to all attendees and respect the position of the meeting chair or convenor. I will also ensure that mobile phones are switched off/on silent other than in very exceptional circumstances where it is necessary to take an urgent call.

## **Breach of the Code**

As a member of staff you have a responsibility to promote and uphold the requirements of this Code. If you consider that you may have breached the Code, or have witnessed or become aware of a potential breach by another staff member, you should immediately bring the matter to the attention of your manager or the Director.

Any material breach of the Code will be considered under our disciplinary procedures and may result in a disciplinary action being taken, which may include dismissal.

As a member of staff you have a duty to co-operate with and contribute to any investigation relating to a potential breach of the Code or an associated matter

You must sign the below statement of acceptance once you have read and understood this Code and its requirements.

---

## **Statement of Acceptance**

I \_\_\_\_\_ have read and understood the terms of this Code of Conduct and I agree to uphold its requirements in all my activities as a staff member of Knowes HA.

I confirm that I am aware that I must declare and manage any personal interests in accordance with our policy. I agree to review all relevant Registers regularly to ensure that all entries relating to me are accurate.

I understand that, if I am found to have breached any points mentioned in this Code of Conduct or acted against its spirit, action will be taken in accordance with Knowes HA's disciplinary procedures and could ultimately result in my dismissal.

Signed \_\_\_\_\_

Date \_\_\_\_\_

This Code of Conduct was adopted by the Governing Body on August 2021  
It will be reviewed not later than August 2024

### Declaring and Managing Personal Interests

#### 1. Introduction

- 1.1 Being a member of Knowes HA staff is of course only one part of your life. Other aspects of your life - such as family, friends and neighbours, voluntary work, causes you support, possibly business or financial interests, possibly your own housing arrangements - may have the potential to cross over into your role as a staff member.
- 1.2 However, as we are an organisation that works for the community and uses public funds, it is essential that there is no conflict - and that there can be no reasonable perception of conflict - between your duties as a member of staff and your personal (or personal business or financial) interests.
- 1.3 Any potential conflict between your position as a member of our staff and your other interests must be openly declared and effectively managed so as to protect the good reputation of Knowes HA and the RSL sector.
- 1.4 As stated in the Code (provision B1), where you have a personal business or financial interest in any matter that is relevant to our activities or is being considered (or is likely to be considered) or you know that someone to whom you are closely connected has such an interest, you must declare it promptly and record it in the Register of Interests.
- 1.5 This Appendix gives further guidance on how to declare and manage any personal (including personal business or financial) interests.

#### 2. Examples of interests that must be declared

- 2.1 The following are examples of the kind of interest that you must declare. Please note that this list is not exhaustive, and there may be other interests that you should also declare.
  - Tenancy of a property (by you or someone to whom you are closely connected) of which we are the landlord.
  - Occupancy or ownership of a property (by you or someone to whom you are closely connected) which is factored or receives property related services from us.
  - Receipt of care or support services from us.
  - Membership of a community or other voluntary organisation that is active in the area(s) we serve.
  - Voluntary work with another RSL or with an organisation that does, or is likely to do, business with us.

- Membership of the governing body of another RSL.
  - Being an elected member of any local authority where we are active.
  - If you purchase goods or services from us.
  - If you purchase goods or services from one of our approved contractors or Framework Agreement partners.
  - Significant shareholding in a company that we do business with.
- Membership of a political, campaigning or other body whose interests and/or activities may affect our work or activities.
  - Ownership of land or property in our areas of operation excluding for the purpose of your own residential use (i.e. there is no requirement for you to declare any house in which you currently live).
  - Unresolved dispute relating to the provision of services in connection with a tenancy or occupancy agreement or a contractual dispute over the provision of goods or services with us.
- 2.2 If you are not sure whether a certain matter needs to be declared, you must seek guidance from your manager or from the Director. If doubt remains, the advice would always be to declare the matter.
- 2.3 You should note that in some circumstances, declaration of an interest may not be sufficient, and that it may be necessary for the organisation to take additional measures to deal satisfactorily with the situation so as to protect the probity and reputations of both yourself and the organisation.

### 3. Definition of 'close connection'

- 3.1 Someone 'closely connected' to you includes family members and persons who might reasonably be regarded as similar to family members even where there is no relationship by birth or in law.
- 3.2 The following table outlines those who you should consider when declaring interests:

Table A

Group 1 Members of your household	Group 2 People closely associated with you	Group 3 Others you need to consider
Anyone who normally lives as part of your household, whether they are related to you or not, including	Parents, parents-in-law and their partners Sons and daughters; stepsons and step-daughters and their partners	Other relatives (e.g. uncles, aunts, nephews & their partners)  Other friends (e.g. someone you are

spouses/partners who work away from home and sons and daughters who are studying away from home	Brothers and sisters and their partners A partner's parent, child, brother or sister Grandparents, grandchildren and their partners Someone who is dependent on you or whom you are dependent on Close friends	acquainted with socially, neighbours, business contacts/associates)
---	--	---

- 3.3 If you become aware of any action or involvement relating to **anyone** in the table then you should declare and manage this as soon as possible.
- 3.4 However, we recognise that you will not always be closely acquainted with or in regular contact with all of the people listed and we do not expect you to go to unreasonable lengths to identify actions or involvement that are covered by this policy.
- 3.5 Please note, we do expect you to be familiar with the actions of members of your household (Group 1) and of any other people listed in the table above with whom you are closely associated and/or in regular contact and you must take steps to identify, declare and manage these.
- 3.6 **You are not expected to be aware of the actions of people in groups 2 and 3 that you do not have a close association and/or regular contact with.** We do not expect you to research into the employment, business interests and other activities of all persons with whom you are closely connected.
- 3.7 In relation to 3.3 – 3.6 above, when considering your actions you should do so from the point of view of a reasonable and objective observer.

#### 4. Declaring personal interests

- 4.1 On appointment all staff members are required to complete a declaration of interest form to register any personal interests that could potentially conflict with their role and thereafter to complete a new form whenever there is a material change.
- 4.2 As stated in the Code (provision B2), you must keep your entry in the Register of Interests up to date, add any new interests as soon as they arise, and amend existing interests as soon as any change takes effect.

- 4.3 A situation may arise where you are invited to be present at a meeting where a matter in which you have a personal (or a personal business or financial) interest is discussed. In such cases you must inform the meeting chair at the start of the meeting, or as soon as you become aware that this is the case. You would then be required to leave the meeting for the duration of the particular item. If in any doubt, you should ask the meeting chair or another senior person present for guidance. This applies to all meetings that you attend as a member of our staff – both internal and external.
- 4.5 Any failure to make a complete, accurate and prompt declaration - whether deliberately or through taking insufficient care - will be regarded as a breach of this Code.