



Loreburn Group

Code of Conduct

Policy	Code of Conduct					
Version reference	CC.3					
Approved by	MC	X	LET	X	MT	
Date of approval	March 2024					
Review period	Every 3 years or as legislation or substantive changes occur					
Review due	February 2027					
Policy champion	Director of Corporate Service					

Table of contents

1	Purpose of this Policy	2
2	General Principles	Error! Bookmark not defined.
3	Responsibilities chart.....	3
4	Policy review.....	4

1 Purpose of this Policy

1.1 The Code of Conduct applies to all employees.

2 General Principles

2.1 Loreburn aims to provide the highest standards of service, promoting good practice and being publicly accountable. In pursuit of this, all Loreburn employees must agree to:

- Abide by all relevant laws and regulations.
- Be honest, fair and trustworthy in all the Loreburn's activities.
- Aim for excellence and produce high quality work, the standard for which will be set by Loreburn.
- Take personal responsibility for helping to achieve Loreburn's objectives.
- Uphold the principles of the Equality & Diversity Policy and treat all people fairly with dignity and respect, and not to use or circulate offensive language or materials.
- Act in a responsible and safe manner, and in accordance with Loreburn's Health & Safety Policy and procedures.
- Adhere to the Information Sharing Policy and Data Protection Policy and Confidentiality Terms & Conditions in relation to all Loreburn business, tenants, clients, other service users and employees.
- Avoid situations where conflicts of interest may arise, following the provisions of the Entitlements, Payments & Benefits Policy.
- Behave in a professional, courteous and co-operative manner towards employees, tenants, clients and others with whom they may have contact in the course of their duties.
- Observe and comply with Loreburn's policies and procedures and reasonable instructions given by senior employees.
- Ensure the Financial Regulations are upheld at all times.
- Maintain a high standard of attendance and timekeeping, observing the provisions of the Attendance Management Policy and procedures.
- Attend work in an appropriate and capable condition, free from the influence of alcohol or drugs or 'legal highs.'
- Maintain appropriate standards of dress, appearance and hygiene.
- Use Internet and e-mail services appropriately, and in a responsible and lawful manner in line with the Use of ICT Policy.

- Work in line with the Use ICT Policy whilst working from home
- Contribute to the overall efficiency of Loreburn and its wider sustainability aims by conserving resources, recycling materials and minimising travel and expenses wherever possible.
- Keep Loreburn informed at an early stage of any convictions or charges which may impact on your work
- Keep Loreburn informed of any second jobs and prior permission must be sought to ensure there are no conflicts of interest.
- Follow the agile working guidelines

Please refer to section the Discipline Policy in relation to the actions which may be taken should an employee fail to meet the standards set out above.

3 Responsibilities chart

3.1 The chart below illustrates the responsibilities of all staff pertaining to this Policy:

Responsibilities	Man. Comm.	CEO	LET	Managers	Team Managers	All staff
Approve Policy	X					
Lead by example in application of policy	X	X	X	X	X	
Take proactive steps to resolve issues	X	X	X	X	X	X
Take ownership of health and wellbeing						X

4 Policy review

- 4.1 The Policy Champion is the Director of Corporate Services
- 4.2 This Policy will be reviewed every three years or sooner as required due to legislative or substantive change.