

Upside Comics Code of Conduct

This Code of Conduct derives from best practise in the sector. This document covers what we expect of our staff and volunteers and other representatives. It provides examples of conduct that will always be unacceptable. It is the responsibility of us all to ensure our behaviour is consistent with the values and principles of the organisation, as set out in the Code of Conduct. Our commitment to children's rights must be demonstrated by all trustees, staff, sessional staff, volunteers and other representatives at all times.

Code of Conduct:

- Comply with the child protection safeguarding policy and procedures
- Protect the safety and well-being of myself and others
- Respect the rights of others
- Always tell the truth
- Treat everyone with dignity and respect
- Maintain high standards of personal and professional conduct
- Report any matter that breaks the standards contained in this Code of Conduct.

Upside Comics will not tolerate the following:

- engaging in sexual relations with anyone under the age of 18, or abuse or exploit a child in any way
- exchanging money, employment, goods or services for sexual favours
- drinking alcohol or use any other substances in a way that adversely affects your ability to do your job or affects the reputation of the organisation
- being in possession of, nor profiting from the sale of, illegal goods or substances
- accepting bribes or significant gifts from governments, beneficiaries, donors, suppliers or others, which have been offered as a result of my employment
- undertaking business for the supply of goods or services to Upside Comics with family, friends or personal contacts or use Upside Comics assets for personal benefit
- behaving in a way which threatens the security of ourselves or others
- using the organisation's computer or other equipment to view, download, create or distribute inappropriate material, such as pornography

All staff and volunteers at Upside Comics must help to maintain a culture of supporting the online safety and digital resilience of children and young people. We do not work with children and young people online but we should help our participants to develop digital resilience where relevant.

Breaches of code of conduct

Any suspected breaches of the code of conduct will result in an investigation. This will lead to disciplinary action and termination where appropriate. Any suspected breaches should be reported to info@upsidecomics.org.uk, in person, in writing or by phone. Please include your contact details and as much information as possible.