

Code of Conduct Policy

The Code of Conduct applies to all employees and volunteers of ADHD Embrace.

ADHD Embrace employees and volunteers form a vital part of our charity to support the work that we do for parents, carers and professionals who support children with ADHD. The Code of Conduct has been developed to ensure consistent conduct by everyone representing ADHD Embrace.

The following will apply:

1. You will be bound to support our mission and values (as set out on our website) and support the charitable objectives of ADHD Embrace.
2. All staff and volunteers are expected to act with professionalism and with the duty of care to the users of our services.
3. At the centre of the Code of Conduct is the importance of mutual respect. All relationships should be conducted in a positive and constructive way and any dealings you undertake as an employee or volunteer should reflect this.
4. You will act as an Ambassador for ADHD Embrace, however, at all times you will keep the private affairs of ADHD Embrace and its service users confidential.
5. It is important to note that as an employee or volunteer, any information you have access to is to be treated in accordance with our data privacy rules.
6. You will read and be bound by our Safeguarding Policies.
7. Employees and volunteers are only allowed to communicate with ADHD Embrace service users through official ADHD Embrace email accounts and not through personal email accounts.
8. Engagement on social media by staff and volunteers in their professional capacity with ADHD Embrace service users should only be done through ADHD Embrace social media platforms and not be done through personal messages.
9. Any photographs taken at ADHD Embrace activities or events of users of services should only be taken with their permission and only stored on ADHD Embrace secure filing system and not retained on personal devices.
10. Any work you do on behalf of ADHD Embrace will remain its property. You will not have copyright or other Intellectual Property rights over such work.
11. No trading accounts, social media accounts or other platform registrations are allowed to be opened without the approval of one of the following positions: the Executive Director, the Chair or the Treasurer. In all cases the registration email needs to be one of the formal ADHD Embrace email addresses.
12. All contracts entered into need to be approved by the Chair. In addition, if a contract will have a significant impact on the charity, it needs to be approved by the Board of Trustees.
13. No public statements or press releases shall be issued without the approval of the Chair and after consultation with the Executive Director.
14. External representation of ADHD Embrace at policy forums and boards need to represent the agreed views of ADHD Embrace as determined by the Board of Trustees and the Executive Director. Any persons representing ADHD Embrace, other than its employees and Trustees, need to be formally appointed by the Board of Trustees.