

WALFORD MILL EDUCATION TRUST LTD

Code of Conduct



WALFORD MILL

Walford Mill Education Trust provides opportunities for all to learn about and practice the making of craft and art. The purpose of this Code of Conduct is to ensure that everyone involved with the Trust behaves appropriately and is aware of their responsibilities and expectations in making Walford Mill a safe and respectful place to work in and to visit.

This document is introduced to all trustees, makers, staff and volunteers as part of their induction and duly signed copies of the Code of Conduct will be held on file as part of the Walford Mill Education Trust (WMET) HR records.

By signing this Code of Conduct each trustee, maker, staff member and volunteer agrees to:

- Abide by the WMET anti-bullying and harassment, equality, safeguarding and whistleblowing policies
- Treat each other and visitors with respect, dignity and consideration
- Maintain an environment that is open, cooperative and respectful of differing opinions
- Act professionally at all times, including when mentioning on social media Walford Mill or anyone related to Walford Mill
- Report worries or concerns about behaviour promptly using the relevant problem solving procedure to ensure that any safeguarding concerns, bullying, harassment or discrimination can be investigated and resolved quickly

Declaration

I have read, understood and agree to abide by the Walford Mill Code of Conduct

Signed:

Date:

Name: