**Praxis Care**

**CODE OF CONDUCT**

***Printed copies are for reference only. Please refer to electronic copy for most recent information.***

**Board Members**

**The Code of Conduct contains a list of statements that describe the standards, practice and conduct required of all Praxis Care employees and volunteers on a day to day basis. This Code should be read in conjunction with the Employee Handbook and all relevant professional or regulatory codes of practice.**

The aim of this Code is to confirm the standards required by Praxis Care, and to ensure that, as a valuable employee, you know the standards of conduct which are expected of you by the organisation, your colleagues, service users and carers, and the public.

The statements in the Code are based on existing good practice and recognised codes of conduct within the health and social care professions, and have been developed in partnership with service users.

* Carry out all activities to assist Praxis Care achieve its mission of empowering adults and children to enjoy everyday living
* Carry out all activities in line with, and uphold the values of, Praxis Care
* Always promote the independence and individuality of the service user
* Always act in the best interests of the service user, and treat everyone with dignity and respect
* Communicate openly, honestly and candidly, whilst respecting confidentiality
* Work with colleagues in a manner which fosters positivity to ensure safe and compassionate support and care, and a healthy environment for staff and service users
* Act immediately and appropriately to prevent harm to anyone
* Act immediately and appropriately to raise concerns
* Carry out all activities in line with the policies and procedures of Praxis Care
* Keep clear and accurate records of all activities
* Be accountable for the quality of your work
* Be responsible for maintaining and developing your knowledge and skills

**In addition to the previous statements, the following list describes the standards, practice and conduct required of all Board members.**

**A copy of this Code must be signed by all board members on appointment.**

**Failure to meet the standards expected in this Code may result in the individual being asked to leave the Board, and/or being referred to the Charity Commission.**

* Promote and support these principles by leadership and example
* Do not do anything that may damage the reputation of the organisation
* Maintain confidentiality of board meetings
* Adhere to the Gifts, Hospitality, Conflict of Interest & Loyalty Policy. Decisions should not be made in order to gain financial or other material benefits either personally, or for family, or friends
* Do not be placed under any obligation, financial or otherwise, to outside individuals or organisations that might have influence in the performance of the role
* Make choices on merit when carrying out the business of the organisation, including making appointments, awarding contracts, or recommending individuals for rewards and benefits
* Be accountable for decisions and actions and submit to scrutiny appropriate of the role
* Be as open as possible about all the decisions and actions taken. Be prepared to give reasons for decisions and restrict information only when the wider public interest clearly demands
* Declare any private interests relating to board duties and take steps to resolve any conflicts arising in a way that protects the interests of the organisation

**Independent Professional Advice**

Members, in the furtherance of their duties, may take independent professional advice, if necessary, at the reasonable expense of the Provider.

Where it is considered that professional advice is required in order to fulfil their responsibilities, eg in relation to financial or legal matters, Board Members may seek advice from the functional expert on the Board in the first instance.

If assurances / clarification cannot be provided through this forum, then an external expert will be identified / approached to provide independent advice to the Board Member(s).

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| **NAME** |  |
| **SIGNED** |  |
| **DATE** |  |