



Triple C
(Liverpool)

Christ Church Community Centre
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ACCEPTABLE BEHAVIOUR POLICY

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| Policy Adopted | June 2008 |
| Last Reviewed | June 2024 |
| Next Review Due | June 2027 |

| Date | Reviewed by | Approved by | Date Accepted by Trustees |
|----------|-------------|---------------------|---------------------------|
| May 2021 | SS/JMc | Policy Review Group | June 2021 |
| May 2024 | SJ/SC/KW | Policy Review Team | June 2024 |
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ACCEPTABLE BEHAVIOUR POLICY

Triple C (Liverpool), hereafter referred to as the charity, expects all volunteers and employees to comply with the charity's rules for acceptable behaviour at all times. If these rules are disregarded or the employee/volunteer behaves wrongly in some other way, the organisation may bring its disciplinary procedure into place. It is not possible to include all the rules here and further clarification from the line manager/lead volunteer should always be sought if necessary.

Here are some of the rules that apply to employees:-

- Employees should comply with the terms of their employment.
- Employees should satisfactorily perform the instructions given for carrying out the function of their employment.
- Employees should satisfactorily perform any reasonable request relating to their function by their line manager.
- All absence from work, except for reasons of sickness, should be authorised by the Operations Manager, and in their absence the Chair or Vice-Chair of Trustees.
- Full-time employees are not allowed to take other paid employment without the written permission of the line manager - this request will be given reasonable consideration..

Here are some of the rules that apply to employees and volunteers:-

- Any absences from work or volunteering should be reported as soon as is reasonably practicable so that cover arrangements may be made.
- There should be proper and authorised use of organisation's equipment, time and property.
- All safety rules should be adhered to at all times.
- Safety equipment should be used at all appropriate times.
- The drinking of alcohol is not permitted unless permission is specifically granted.
- The taking of illegal drugs is not permitted.
- Threatening or violent behaviour or language towards another employee, volunteer or user is not permitted.
- Behaviour or actions that would in any way jeopardise the safety or well-being of other employees, volunteers or users is not permitted.
- Gambling is not permitted.
- Rules about smoking in different venues must be adhered to.
- Making of long or numerous private telephone calls.
- Excessive use of emails for personal matters or personal, inappropriate or excessive use of internet is not permitted - See our IT usage policy for more details.
- Employees and volunteers must not use behaviour, language, or non-verbal language that is discriminatory.
- Employees and volunteers must not use behaviour, language, or non-verbal language that undermines the Christian ethos of the charity.
- Unnecessary disclosure of confidential information concerning the work of the charity or its employees, volunteers or users is not permitted (this does not affect the employee's rights under the public interest disclosure act 1998)
- Bullying or harassment of individuals, in any form, is not permitted – See our Bullying and Harassment Policy for more details.

- Removal of charity property from the premises without permission is not permitted.
- Employees and volunteers must not behave in a way that brings or may bring the charity into disrepute.

Gross misconduct

The following are examples of the kind of behaviour which constitute gross misconduct and will lead to summary dismissal:

- Physical violence towards another employee, volunteer or user of charity.
- Behaviour that seriously jeopardises health or safety.
- Serious misuse of the trust that exists between employees and anyone for whom the charity is responsible.
- Incapacity for work due to being under the influence of illegal drugs or alcohol.
- Gross insubordination.
- Theft.
- Fraud.
- Bullying.
- Deliberate damage to charity property.
- Serious infringement of the rules of the charity.