



Latest Group Community Interest Ethics Policy and Code of Conduct for staff and volunteers

This code provides guidelines to the expected standards of behaviour in a wide range of situations. We strive for the highest ethical standards from all those acting in the name of Latest Group CIC.

- We promote diversity and equality and treat people fairly and with respect.
- We respect the confidentiality of personal and corporate information.
- We comply with laws and regulations.
- We reject bribery and corruption and avoid being compromised by gifts and entertainment.
- We avoid conflicts of interest
- We maintain a safe and healthy environment for people to work in and are proactive in managing our responsibilities to the environment.

Equality, diversity and inclusion

An important core value of Latest Group CIC is the promotion of inclusivity and diversity. It seeks to ensure that the workplace is supportive of its staff and one where individual respect is shown to all members of staff, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex or any other factor.

All staff will be supported and encouraged to perform to their potential.

For further information, please refer to the *Equal Opportunities* policy.

Bullying and harassment

Latest Group CIC has zero tolerance to bullying and harassment.

Disciplinary action will be taken against inappropriate behaviour that shows lack of respect for others, or causes people to feel threatened.



Health and safety

Latest Group CIC places a high priority on providing a safe workplace and minimising the risks identified by the Health and Safety at Work Act 1974 and associated legislation.

Effective safety management requires the active involvement of every employee and every employee has a legal duty to look after their own health, safety and welfare and that of those around them.

Employees should refer to *Health and Safety* policy for further information.

Environment

Latest Group CIC is committed to preventing, or, at the very least, minimising, any harmful effects it causes to the natural environment. It encourages all employees to conduct their work in accordance with the highest environmental practices and the minimising of waste.

Raising Matters of Concern: Confidential Reporting Procedure

Employees who become aware of activities which they believe, in good faith, are illegal, improper, unethical or otherwise inconsistent with this Code, may report the matter (often known as “whistleblowing”) to Cathy Smith in accordance with the requirements of the Public Interest Disclosure Act 1998.

Any individual who raises such a concern in good faith will not suffer any detriment or be penalised in any other way.