

Code of Conduct

1. Purpose

The purpose of this Code of Conduct is to set out the standards of behaviour expected from everyone representing Suffolk Artlink. It ensures that trustees, staff, freelance artists and contractors, and volunteers act with integrity, professionalism and respect at all times and that their conduct supports Suffolk Artlink's mission, protects our beneficiaries and maintains public trust and confidence in our organisation.

This Code provides a common framework for decision-making and behaviour, helps prevent conflicts or misconduct, and ensures that all individuals understand their responsibilities, boundaries and accountability. It also supports a positive, safe and inclusive culture where people can work together effectively in pursuit of our charitable aims. The Code is based on firm foundations but cannot cover every situation and is not a replacement for sound judgement. When a situation is unclear we will always strive to do the right thing and do no harm.

This Code of Conduct is to be followed in conjunction with our wider suite of "policies and procedures" including the Boundaries Policy.

Staff are expected to act with the highest standards of conduct when working/volunteering with and for members of the public and colleagues, and that no action or omission on their part harms the wellbeing of colleagues or service users. This applies to actions in person and in virtual/cyber spaces

2. Scope

This code of conduct applies to all staff, volunteers, visitors, beneficiaries, contractors and members of the public who may be present on the premises or at events and activities organised by Suffolk Artlink.

Everyone has responsibility for their behaviour and for ensuring that their conduct is in accordance with the principles set out in this Code of Conduct. Everyone has the responsibility

to report any bullying or harassment which comes to their attention or that they have witnessed.

3. Expected Standards of Behaviour

Among their colleagues (paid and unpaid), beneficiaries and stakeholders all staff and volunteers will:

- Act with integrity, professionalism and honesty
- Promote a culture of respect and courtesy
- Be committed to doing the right thing
- Treat everyone fairly and equitably
- Create safe and secure spaces safeguarding staff, beneficiaries and stakeholders
- Fulfil your duty of care towards children and adults at risk of harm
- Not permit or collude with intimidation, bullying or harassment
- Discourage the misuse of information, power, or authority
- Uphold and represent the Suffolk Artlink's values
- Perform their tasks with care, attention, and a commitment to quality
- Respect and protect information and comply with privacy policies
- Ensure that information is used appropriately and responsibly
- Use electronic communications legally and responsibly
- Handle sensitive information appropriately (see information sharing policy, Safeguarding Children and Adults at Risk of Abuse Policy and Procedures)
- Avoid or disclose conflicts of interest
- Follow the gifts, hospitality, incentives and rewards
- Responsible use of the Suffolk Artlink's resources and assets, equipment, funds, system and information
- Abide by with all applicable laws, rules, and regulations of the country/countries where we operate. When performing your role, you must follow all applicable laws, rules, and regulations including safeguarding, anti-bullying and harassment, environmental, health & safety, data protection.
- Comply with all the Suffolk Artlink's policies and procedures

3. Monitoring and Review

This policy and related procedures and guidance will be monitored by the Suffolk Artlink Board on a regular basis for compliance and will be reviewed at least triennially.

Date approved or amended	Signed	Role
20/07/2026	Alistair Winch	Company Secretary on behalf of the Board of trustees