

Lincoln City Foundation

Code of Conduct

Lincoln City Foundation, as a local Lincoln-based charity, aims to work with Lincoln City Football Club and our key partners to inspire, empower, and help individuals and communities to improve their physical, social, and mental wellbeing.

This Code of Conduct sets out the standards of practice and delivery the Foundation expects of all employees, volunteers and Trustees. Lincoln City Foundation operates under an agreed set of Values and Behaviours.

Values: <ul style="list-style-type: none">• Teamwork• Commitment• Trust• Inspiration• Inclusivity.	Behaviours: <ul style="list-style-type: none">• Be respectful• Be Proud• Be Passionate• Be Adaptable• Be Reflective.
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Principles

The Foundation commits itself to treating all employees with respect and as responsible adults and expects the same in return from all employees, volunteers and Trustees; in relation to the Foundation's assets and property, to colleagues and their belongings, customers, suppliers and partners and to the public at all times.

The Code applies equally to all employees regardless of position, grade, length of service or terms of employment. This Code applies to those working on Foundation premises, or that of Lincoln City Football Club, and when off-site representing the Foundation on session delivery, training or other business.

The Foundation will ensure that written policies and procedures are put in place to encourage and advise on professional good practices, to set clear guidelines of duties and processes. The diversity and needs of our employees and customers are recognised and treatment is fair and without prejudice.

Managers will take the Code into account when looking at performance, training and development, recognition and disciplinary matters.

Expectations and Operational Code

The Foundation expects all employees to honour their working commitment where able; act professionally and champion the brand, vision and values of the organisation, follow company policies and procedures and behave with integrity.

Those with a position in management or supervision will not behave in such a way that could undermine their position, responsibility or respect.

Foundation employees should be approachable and honest, respectful and appropriate. Service provision will be customer focused, well prepared and informed, offer a positive experience and have a beneficial impact on individuals, in a safe environment.

Employees will act responsibly towards participants and their families. The Foundation will ensure all staff, volunteers and Trustees feel empowered and confident enough to raise concerns and record incidents where a child, vulnerable adult or team member may be at risk.

The use of Foundation funds will be handled in a lawful and transparent manner with every reasonable effort made to achieve value for money, with care taken to avoid unnecessary expenditure to property, equipment and materials.

Employees will not let their personal views or interests conflict or jeopardise service standard or be presented as the opinions of the Foundation. In addition to this, outside of work hours employees who are socialising with colleagues or other Lincoln City staff, suppliers or customers of the Foundation are reminded that although not within the usual working environment, they are expected to act as ambassadors for the brand and not behave in such a way that would damage or tarnish the Foundation's reputation or commercial relationships.

The above expectation also applies when using social media and responding to electronic communications if using Foundation owned equipment or personal devices, and will not bring the Foundation, or Lincoln City brand, into disrepute.

The Company reserves the right to critique when performance and conduct is unsatisfactory and acknowledges that it has the responsibility to give praise when circumstances warrant it.

Breach of the Code

The expectations described above are not a specific definitive list of contractual requirements.

The Foundation reserves the right to take action how it deems proportionately appropriate if an employee behaves irresponsibly or in breach of the Code in anyway.

Failure of employees to act in accordance with the Foundation's policies and procedures may lead to the employee being in breach of the rules of the organisation and may become subject to the disciplinary policy and procedures.

For specific areas and guidance, employees, volunteers and Trustees should refer to the full list of Foundation policies and procedures.

Declaration

All staff are asked to sign this document to confirm they have read, understood and agree to adhere to the Lincoln City Foundation Code of Conduct.

Name (print):	
Sign:	
Date:	