

# Business in the Community Code of Conduct

January 2009

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This section forms part of your contract of employment

This code has been drawn up so there can be no doubt about the standards of behaviour Business in the Community expects of its people. All of us in, or working with, the Business in the Community group of companies, are bound by it.

The Business in the Community Code of Conduct sets a framework for how we must operate.

The Business in the Community Code of Conduct protects the interests of members, stakeholders, customers, employees, and suppliers. Particularly, it helps you understand what is expected of Business in the Community employees.

## Professional Behaviour

Business in the Community is a good corporate citizen and complies with not only the letter, but with the spirit of the law, wherever we do business.

## Integrity

You must always:

- Act in the best interests of Business in the Community.
- Respect customers and treat them courteously and consistently.
- Respect colleagues and treat them fairly, openly and honestly.
- Select vendors/suppliers on quality, corporate social responsibility, service and cost only.



137 Shepherdess Walk. London N1 7RQ  
T: 020 7566 8650 | [www.bitc.org.uk](http://www.bitc.org.uk)

President HRH The Prince of Wales | Chairman Mark Price | Chief Executive Stephen Howard  
Business in the Community is registered in England and Wales. Charity No 297716. Company No 1619253



## Confidentiality and Privacy

- During the course of your work you may learn confidential and/or personal information about Business in the Community, its members, stakeholders, customers, employees, and suppliers. Unless you have permission, you must not disclose or discuss any such information while employed by or after you leave Business in the Community.
- In particular, you must treat as confidential all information given to Business in the Community by members unless permission has been given by the member for use for example, in case studies or published research.
- You must observe the requirements of the Data Protection Act, for example you must not provide member details to partner organisations without permission.
- All work performed in the course of your employment with Business in the Community belongs to the company.

## Conflict of Interest

- Conflicts of interest can arise if you have a personal interest in a business decision involving Business in the Community. Personal interest can be direct or indirect and encompasses not only your interests but those of your family and friends.
- Avoid situations in which your personal interests could conflict with those of Business in the Community. If there is a potential conflict of interest, Business in the Community's interests must always take priority. Promote Business in the Community not yourself.
- If you have a conflict of interest you must disclose this to your manager.

## Outside Activities

- You must not serve in any capacity (as director, partner, employee, consultant, agent etc.) - whether paid or unpaid - in any other company or business unless you first get written permission from the HR Director.
- Business in the Community recognises that school governors are an invaluable part of our education system. As part of its overall commitment to employee volunteering and community engagement, we encourage employees to become school governors as set out in our employee volunteering charters. You must register that you are a school governor with the HR department via HR Net.
- Business in the Community also recognises that much benefit can be obtained from being a trustee of a charity. You must register that you are a trustee with the Human Resources department via HR.Net.

## Gifts and Entertainment

- Gifts and entertainment should not be given or received if they could be interpreted as creating an obligation; that your impartiality could be affected, or the gifts or entertainment could be perceived to influence a business decision.
- You may accept items of small value, such as promotional pens or coasters, chocolates, bottles of wine. Any more substantial gifts should be donated to charity.
- Reasonable offers of entertainment such as dinner, theatre parties or sporting events may be accepted or offered.
- In determining what is "reasonable" the onus is on you to consider not only the value of the gift or entertainment, but the frequency with which they are offered, and the circumstances in which they are offered.
- If in doubt, ask your manager.

## Politics

- While you are all entitled to personal political views and activities, Business in the Community has a policy of strict political neutrality. You should not take part in a political event as a representative of Business in the Community without the express permission of the Chief Executive.

## Equal Opportunity

- Business in the Community is an equal opportunities employer and expects you to treat your colleagues fairly and free from discrimination

## Legal Compliance

- You must carry out your work according to the law.

## Records and Reports

- Any information that you record and reports that you generate must comply with financial and accounting policies and procedures.

## Safety and Security

- You must follow Business in the Community Health and Safety procedures that apply to the area where you work.

## Code Violations

- Anyone who breaches the Business in the Community Code of Conduct faces disciplinary action (including dismissal) and in serious cases legal action may be taken against you.
- If you suspect a violation, report the matter to an appropriate manager. No action will be taken against any employee who reports in good faith a suspected violation of this Code.

## The Code of Conduct Check

- If you have any further doubts, you should discuss the matter with colleagues or the person to whom you report.