

Code of Conduct

All staff, volunteers, and trustees are expected to treat all information relating in any way to the activities or interests of ALONE and its guests as strictly confidential, except where disclosure is required by law.

Any breach of confidentiality (unless required by law) may result in appropriate action being taken.

All staff, volunteers, and trustees are also expected to meet certain standards of behaviour while carrying out their role with ALONE.

In all your work with ALONE, you are expected to:

- **Have regard to the reputation and interest of ALONE;**
- **Strive for the highest standards of care and attention in your work;**
- **Comply with health and safety requirements and standards;**
- **Comply with all statutory requirements and at all times work within the law;**
- **Represent ALONE in a professional manner;**
- **Respect the confidentiality of any information acquired during the course of your employment;**
- **Never abuse your position by accepting or giving inducements; and**
- **Work within the terms and conditions of your employment.**

Everyone involved with ALONE is responsible for staying informed of, and complying with, the organisation's policies and procedures as they relate to their specific role.

If you require further information or guidance, please speak with your line manager, volunteer coordinator, or contact ALONE's HR or Quality & Compliance Manager.