



**JOB SKILLS TRAINING
ASSOCIATION**

Registered UK Charity: 1207351

Code of Conduct

Job Skills Training Association

Effective Date: March 2024

Last Reviewed: May 2025

Next Review Due: May 2026

www.jobskillstraining.org.uk



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1. Policy Statement

At Job Skills Training Association, we are committed to maintaining a professional, respectful, inclusive and safe environment for everyone who engages with our organisation.

This Code of Conduct sets out the standards of behaviour expected from all trustees, employees, volunteers, interns, contractors and anyone representing the Charity. It promotes professionalism, integrity, accountability and respect while supporting our mission of empowering children, young people and communities through education, skills development and employability programmes.

Everyone representing the Charity is expected to act in a manner that protects the reputation of the organisation and promotes trust, fairness and equality.

This Code should be read alongside the Charity's Safeguarding Policy, Health and Safety Policy, Equality, Diversity and Inclusion Policy, Data Protection Policy and other organisational policies.

2. Scope of the Policy

This Code of Conduct applies to:

- Trustees
- Employees
- Volunteers
- Interns
- Contractors
- Consultants
- Agency Workers
- Students on Placement
- Anyone representing Job Skills Training Association

The Code applies during:

- Charity activities
- Training sessions
- Community events



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- Meetings
- Outreach programmes
- Online activities
- Hybrid working
- Business travel
- Any situation where an individual represents the Charity.

3. Our Values

Everyone representing Job Skills Training Association is expected to demonstrate the following values:

- Integrity
- Respect
- Professionalism
- Accountability
- Equality
- Inclusivity
- Honesty
- Teamwork
- Responsibility
- Commitment to safeguarding

These values guide how we work with learners, young people, colleagues, volunteers, partners and the wider community.

4. Professional Behaviour

All individuals must:

- act honestly and with integrity;
- treat everyone with dignity and respect;
- maintain professional behaviour at all times;
- work collaboratively with colleagues and partners;
- communicate politely and professionally;
- act in the best interests of the Charity;
- avoid behaviour that could damage the Charity's reputation.

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Individuals must not:

- use offensive, abusive or discriminatory language;
- bully, intimidate or harass others;
- engage in threatening or violent behaviour;
- misuse their position for personal benefit;
- knowingly provide false or misleading information.

5. Equality, Diversity and Inclusion

Job Skills Training Association is committed to providing an environment free from discrimination, harassment and victimisation.

Everyone must:

- treat others fairly;
- respect different cultures, beliefs and backgrounds;
- promote equality of opportunity;
- challenge inappropriate behaviour where safe to do so;
- comply with the Equality Act 2010.

Discrimination on the grounds of any protected characteristic will not be tolerated.

6. Safeguarding Responsibilities

Everyone working with or on behalf of the Charity shares responsibility for safeguarding children, young people and adults at risk.

Individuals must:

- comply with the Charity's Safeguarding Policy;
- maintain appropriate professional boundaries;
- report safeguarding concerns immediately;
- never ignore or dismiss safeguarding concerns;
- cooperate with safeguarding investigations.

No individual should place themselves in situations that could compromise their professional integrity or the safety of others.

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7. Health and Safety

Everyone has a responsibility to contribute to a safe working environment.

Individuals must:

- follow health and safety procedures;
- report hazards immediately;
- cooperate during emergency situations;
- use equipment safely;
- report accidents and near misses promptly.

Everyone should take reasonable care of their own health and safety and that of others.

8. Confidentiality and Data Protection

While carrying out Charity activities, individuals may have access to confidential or sensitive information.

Everyone must:

- keep confidential information secure;
- comply with UK GDPR and the Data Protection Act 2018;
- only access information required for their role;
- avoid discussing confidential matters in public places;
- report any suspected data breaches immediately.

Confidential information must not be shared without appropriate authority unless required by law.

9. Use of Charity Property and Resources

Charity property, equipment and resources must only be used for legitimate organisational purposes.

Individuals must:

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- take reasonable care of Charity equipment;
- report damaged or missing equipment;
- protect Charity information;
- use IT systems responsibly;
- follow cyber security guidance where applicable.

Unauthorised personal use of Charity resources should be avoided.

10. Social Media and Online Behaviour

Individuals representing Job Skills Training Association must behave professionally both online and offline.

When using social media, individuals must:

- avoid bringing the Charity into disrepute;
- protect confidential information;
- avoid inappropriate comments about colleagues, learners or partners;
- communicate respectfully;
- comply with organisational policies.

Personal social media accounts must not be used to communicate privately with young people participating in Charity activities.

11. Conflicts of Interest

Individuals must avoid situations where personal interests conflict, or may appear to conflict, with the interests of the Charity.

Any actual or potential conflict of interest must be declared to an appropriate manager or the Board of Trustees as soon as possible.

Examples include:

- financial interests;
- family relationships;
- outside employment;
- personal relationships that may influence decision-making.

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The Charity will manage conflicts fairly and transparently.

12. Gifts and Hospitality

Employees, trustees and volunteers should not accept gifts, hospitality or benefits that could influence, or appear to influence, their professional judgement.

Modest gifts of low value may be accepted where appropriate, provided they do not create a conflict of interest.

Any significant gifts or hospitality should be declared to management.

13. Attendance and Conduct

Everyone is expected to:

- attend work or activities punctually;
- behave professionally;
- follow reasonable management instructions;
- maintain appropriate standards of appearance;
- contribute positively to the Charity's objectives.

Repeated misconduct or unacceptable behaviour may result in disciplinary action.

14. Reporting Concerns

Job Skills Training Association encourages a culture where concerns can be raised without fear of retaliation.

Individuals should report:

- misconduct;
- safeguarding concerns;
- health and safety risks;
- discrimination;
- bullying or harassment;
- fraud or misuse of Charity resources;

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Concerns should be reported through the appropriate organisational procedures.

15. Breaches of the Code

Failure to comply with this Code of Conduct may result in:

- informal guidance;
- additional training;
- formal disciplinary action;
- termination of employment;
- termination of volunteer arrangements;
- removal from Charity activities;
- referral to statutory or regulatory authorities where appropriate.

Each matter will be considered fairly and in accordance with the Charity's procedures.

16. Monitoring and Review

The Board of Trustees will monitor compliance with this Code of Conduct.

The Code will be reviewed:

- every 12 months;
- following legislative changes;
- following significant organisational changes;
- where lessons learned indicate improvements are required.

17. Organisation-Specific Scenarios

Example 1 – Professional Boundaries

A volunteer receives a personal social media request from a young person attending one of the Charity's employability programmes.

The volunteer politely declines the request and continues communication through approved organisational channels, in line with the Charity's Safeguarding Policy.

Example 2 – Respectful Behaviour

During a workshop, a learner becomes frustrated and challenges a staff member.

The staff member remains calm, respectful and professional, seeking to resolve the situation without confrontation while maintaining a safe environment for everyone.

Example 3 – Confidential Information

An intern is asked by a friend about a learner participating in one of the Charity's programmes.

The intern explains that they are unable to discuss any personal information as it is confidential and protected by organisational policy and data protection legislation.

18. Board Approval and Version Control

Policy Owner: Job Skills Training Association

Approved by: Board of Trustees / Management Committee

Effective Date: March 2024

Last Reviewed: May 2025

Next Review Due: May 2026

Review Cycle: Every 12 months



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19. Contact Details

For questions regarding this Code of Conduct, please contact:

Job Skills Training Association

Email: jstraining.org@gmail.com

Telephone: +44 7558 999784

20. Declaration

All trustees, employees, volunteers, interns, contractors and representatives of Job Skills Training Association are expected to read, understand and comply with this Code of Conduct.

By working or volunteering with the Charity, individuals agree to uphold the values, principles and standards set out within this Code and to act in a manner that protects the wellbeing of beneficiaries, supports colleagues and maintains the reputation of Job Skills Training Association.

Failure to comply with this Code may result in appropriate action in accordance with the Charity's policies and procedures.

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