



# EMPLOYEE CODE OF CONDUCT

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# US Employee Code of Conduct

## Introduction

The United Synagogue has always been known and respected for our high standards of fairness, integrity, and honesty in our relations with our employees, members, customers, suppliers, competitors, and the wider community.

Maintaining and enhancing this reputation is a key element of the continued future success of the organisation. This employee code of conduct sets out the minimum expectations for all employees, wherever they are based, (Note: Rabbinic employees should also reference the Rabbinic Code of Conduct), it shows our employees, members, and other stakeholders, that they can rely on us to maintain the highest standards of honesty, fairness, and integrity. It also helps ensure that we operate in a way that we can be proud of, and make choices that keep us successful.

At the heart of our code is the simple ethos that we always follow the law, in addition to the values and morals set forth by the Torah (Pentateuch) and other central Jewish texts, in a way which is faithful to Orthodox Judaism and to making a positive impact on wider society.

## Purpose

The Code of Conduct sets out what United Synagogue expects from everyone who works for it, and complements the organization's other policies, including the Code of Conduct for Volunteers, Rabbinic Code of Conduct, and the Dignity at Work Policy. The behaviour of each person must demonstrate the highest professional standards. Irresponsible or abusive behaviours can damage the charities reputation and impact our ability to deliver on our mission and aims.

## Scope

The Employee Code of Conduct applies to everyone working for the United Synagogue, regardless of location, role, or level of seniority. This includes all employees, managers, and Directors.

We also expect temporary and contract employees, consultants, agents and any other third party who acts in the Charity's name, to follow the principles of the Code.

Every subsidiary and joint venture which the US controls, must adopt, and comply with the Code. Where we participate in but do not control a joint venture relationship, we will encourage our partners to meet the requirements of the Code in both the joint venture and their own operations.

## Statement of Principle

We are always accountable for our actions. It is each individual's responsibility to be informed about the requirements of the Code, to participate in mandatory training, and to ask questions if they need clarification.

There are no exceptions due to competitive or workload pressures, commercial demands, or religious customs. No one, no matter how senior in the organisation, is entitled to violate the Code or instruct others to do so. Failure to comply with the Code by any employee is treated very seriously. It could also expose the Charity and its personnel to other sanctions and liabilities.

## Particulars of the Code

### Safeguarding

- Treat colleagues, volunteers, members, and everyone you meet through work, with respect.
- Never act in a way that could be considered harmful to a child, young person, vulnerable adult, or anyone else you come into contact with.
- Never sexually, physically, or emotionally harass, assault, exploit, or abuse another person at work, or outside work.
- Do not engage in any forms of humiliating, degrading, or exploitative behaviour.
- Do not use any of the organisation's computers, or other equipment, to view, download, or create or distribute inappropriate material (such as pornography).
- If working directly with children, read and follow the Working with Children Code of Conduct and complete all the mandatory training, in relation to working with children.

### Protecting health, safety, and security.

- Comply with all legal and organisational health and safety requirements.
- Where appropriate, complete all mandatory training in relation to health and safety.
- Comply with all security guidelines specific to your location of work.
- Read and follow the advice of any required risk assessments.
- Do nothing that might expose yourself, colleagues, volunteers, or members, to unreasonable risk of harm.
- Do all you can to protect yourself and other people.

### Protecting information and resources

- Use charity funds, resources, and information in a responsible and appropriate way, in line with our policies and the law. This includes money, vehicles, property (including accommodation), IT and communications equipment provided by the organisation, or information and personal data held by the organisation.
- Adhere to all applicable data protection legislation including UK GDPR and the Data Protection Act.

### Personal and professional conduct

- Do not do anything to undermine the reputation of the organisation.
- Inform the recruiting manager during recruitment, of any prior conviction, which may either have an impact on your ability to deliver work, or be a reputational risk to the organisation. Also, inform them of any safeguarding or fraud concerns raised by any previous employer.
- Do not do anything that is corrupt or exploitative.
- Neither accept nor offer bribes.
- Be honest, fair, ethical, and accountable in everything you do.
- Do not use or abuse your position to gain indirect or direct personal advantage.
- Be sensitive to diverse cultures, beliefs, and points of view, and treat those of different race, ethnicity, religion, colour, national origin, age, sex, citizenship, gender, disability, marital status, tribe, caste, sexual orientation, family situation, or social class, with respect and dignity.
- Be mindful and self-aware regarding the possible unintended impact that your behaviour may have on colleagues or others, and actively try to avoid causing offence or perceptions of harassment.

- Wherever possible, challenge inappropriate behaviour while representing the organisation.
- When working in an international context or travelling internationally on behalf of the organisation, observe all local laws and be sensitive to local customs.
- Do not work if your judgement is impaired by alcohol.
- Do not use illegal substances on the organisation's property, including vehicles or accommodation.
- Do not allow the use of alcohol or illegal drugs to impact on your work performance, professional relationships, or the reputation of the organisation.
- Tell the Communications department about any requests for information or interviews from the media, and secure permission and guidance in advance.

### Private life and conflicts of interest

- Anything you say or write publicly may be interpreted as expressing the views of the organisation. Act and communicate in public in a way that avoids harm to the impartiality of the organisation. Seek guidance from the Communications department if in doubt.
- Ensure that your use of social media does not bring the organisation into disrepute.
- Declare any interests (direct or indirect) that might potentially be, or be perceived to be a conflict of interest. This includes political affiliations, financial or business interests, additional work (paid or unpaid), family or personal relationships. Ensure that any potential conflict of interest does not compromise your work, conduct or the organisation.
- Inform your line manager or the HR department, of a romantic/sexual relationship that develops with a United Synagogue employee who is in any way accountable to you. This is to avoid any actual or perceived conflicts of interest and so that, where necessary, alternative working arrangements can be made.
- It is recommended that you avoid entering in to a romantic/sexual relationship with any US major donors, however if you do, please Inform your line manager or the HR department immediately. This is again to avoid any actual or perceived conflicts of interest and so that, where necessary, alternative working arrangements can be made.
- Do not accept significant gifts or any remuneration from governments, donors, partners, suppliers, or other persons, which have been offered to you, as a result of working with the organisation. If refusal might damage the organisation's reputation or relationships, declare any such items or privileges immediately.

### Duty to report

Speak up if you see others doing wrong and take others seriously if they raise the alarm. Speaking up can be difficult, however you have a duty of care to your colleagues and those around you, to do so where necessary.

In the first instance you should report any concerning behaviours to your line manager or the Human Resources department. If you are unsatisfied by the action taken or if you feel it is necessary, do not hesitate to use the organisation's whistleblowing process to raise any concerns.

### Failure to comply

Failure to comply with this policy may result in the application of the organisation's relevant disciplinary policy and procedures, which may result in action being taken, up to and including dismissal.