

## **Code of Conduct**

### *For Contractors, Trustees and Volunteers*

We promote free expression and open communication, but expect all contractors and volunteers to observe our code of conduct and to contribute towards a well-organised, respectful and collaborative team as follows:

- To show respect for all beneficiaries, clients, additional project stakeholders and colleagues
- To treat the charity's property, whether material or intangible, with care
- Where relevant, to dress appropriately for music sessions and workshops, bearing in mind the practical and somewhat physical nature of the work and the need to be able to move around easily and without restriction
- To be punctual for all sessions and meetings
- To conduct all sessions and meetings with professionalism and integrity
- To share any concerns with the project managers and/or the charity trustees in a polite and appropriate manner

To become familiar with the charity's policies relating to:

- Health and safety
- Volunteering
- Adult and child safeguarding
- Conflicts of interest
- Data protection
- Complaints procedure
- Disciplinary
- Equality and diversity
- Environmental
- To pay due attention to the requirements of the charity's risk assessments and financial regulations

