

Staff Code of Conduct

Enriching lives through education and adventure

This Code sets out the standards expected of everyone working for or representing Endeavour. It should be read alongside the Employee Handbook and relevant policies and procedures.

Our standards

Put people first

Treat young people, colleagues, partners and visitors with dignity, patience and respect. Maintain appropriate professional boundaries, follow safeguarding procedures and raise welfare or safeguarding concerns promptly.

Be respectful and inclusive

Be courteous, fair and professional. Respect people's identities, beliefs and differences. Bullying, harassment, sexual harassment, discrimination and victimisation are not acceptable, including in digital communications, social media and work-related events. Endeavour expects a culture in which everyone is treated with dignity and respect.

Act professionally

Be punctual, reliable and honest. Carry out your role responsibly, follow reasonable instructions, comply with Endeavour policies and take proper care of Endeavour property, records and confidential information.

Protect information

Keep passwords secure, lock devices when unattended, use approved systems and only access or share information where you are authorised to do so. Think carefully before sending emails, messages or documents containing sensitive information.

Communicate responsibly

Use Endeavour's IT, email and communication systems appropriately. Do not create, access or share offensive, discriminatory, sexually explicit, defamatory or otherwise inappropriate material.

Use social media carefully

Do not disclose confidential information, post inappropriate material about Endeavour or people connected with it, or behave online in a way that could seriously damage trust or Endeavour's reputation. The Employee Handbook treats serious social-media misuse as a disciplinary matter.

Keep people safe

Follow health and safety requirements, report accidents and hazards, use equipment and vehicles safely and do not work where alcohol, drugs or substance misuse affects your ability to perform your duties safely.

Act with integrity

Do not falsify records, misuse Endeavour property or information, offer or accept bribes, or use your role for improper personal gain. Declare any potential conflict of interest and record gifts or hospitality where required.

Speak up

Raise genuine concerns with your Line Manager, another member of Management or through the appropriate grievance, safeguarding or whistleblowing route. Endeavour's handbook encourages a culture where staff feel able to speak up and be supported.

Before you act, ask:

Is it safe? Is it respectful? Is it fair? Is it honest? Is it in the best interests of the people we support?

If you are unsure, ask before acting.

Serious breaches of this Code may be dealt with under Endeavour's disciplinary procedures and may amount to gross misconduct.