Resuscitation Council UK

Code of Conduct

Introduction

Resuscitation Council UK (RCUK) is committed to the highest standards of governance, accountability and professional conduct. We could not achieve our mission without the commitment, time, skills and experience generously contributed by our staff and volunteers. Their dedication helps ensure that everyone who experiences a cardiac arrest has access to appropriate cardiopulmonary resuscitation and the support they need.

Everyone who works for and with RCUK plays an important role in representing our organisation and our values. Whether you are a staff member or volunteer, your actions help shape the experiences of the people we support, our partners, and the wider community.

This Code of Conduct sets out the behaviours and standards we expect from everyone involved with RCUK. It is designed not only to protect the reputation and integrity of the organisation, but also to support and protect our staff, volunteers, beneficiaries and stakeholders by promoting a safe, respectful, inclusive and professional environment for all.

We want everyone to feel welcomed, valued, respected and included within our organisation. In return, we ask all staff and volunteers to understand and uphold the commitments outlined in this Code of Conduct, helping us to create a positive culture and maintain the trust placed in us by those we serve.

Scope

This Code of Conduct applies to all staff, volunteers, and anyone acting on behalf of RCUK (collectively referred to as “our people”). This includes Trustees, members of the Executive Committee, and members of any subcommittees and our instructors.

Instructors and all those involved in the delivery of our courses should also refer to the *Courses and Instructors Code of Conduct*.

Our Values

Our Code of Conduct is grounded in our shared organisational Values. These values guide how we work with colleagues, volunteers, partners and the communities we serve.

- **Expert**
- **Compassionate**
- **Inclusive**

Our Code of Conduct is intended to support our commitment to our Values.

RCUK has zero tolerance for discrimination, including harassment and sexual harassment. This commitment extends to behaviour perpetrated by **third parties**, including clients, customers, suppliers, contractors, or members of the public. No individual should experience unfair

treatment on the grounds of race, colour, religion, gender, nationality, ethnic origin, language, age, political conviction, sexual orientation or disability.

Purpose of the Code

The purpose of this Code of Conduct is to ensure that we consistently deliver high-quality services in line with our Vision, demonstrating our Values in all we do. We ensure that:

- RCUK operates effectively, openly and accountably.
- We operate at all times in line with best practice and legislative requirements.
- Our people maintain supportive and productive relationships.
- The organisation is represented professionally to external audiences.
- The health, safety and wellbeing of staff, volunteers and others are protected.
- The highest standards of equality, diversity and inclusion are maintained.
- The reputation of RCUK is upheld at all times.

Expected Standards of Behaviour

Our people are expected to maintain high standards of professional behaviour in carrying out their duties.

Professional Responsibilities

Our people are required to:

- Fulfil their role as outlined in their contract of employment and job description to the best of their ability (staff).
- Disclose any conflicts of interest and operate in line with the Conflict of Interest Policy.
- Familiarise themselves with and follow RCUK's policies and procedures.
- Act honestly, responsibly and with integrity.
- Undertake relevant training to maintain and improve their knowledge, skills and work practices.
- Maintain appropriate standards of dress, hygiene and professionalism.
- Ensure personal or political opinions do not interfere with professional responsibilities.
- Exercise due care and diligence in the use of all charitable resources, ensuring they are applied efficiently, transparently, and only for legitimate organisational purposes."

Respect and Conduct

Our people should:

- Treat colleagues, volunteers and stakeholders with fairness, dignity and respect.
- Maintain a workplace free of harassment and sexual harassment.
- Communicate respectfully and honestly with all individuals interacting with RCUK.

- Support a working environment free from bullying, harassment and discrimination.
- Act in ways that reflect and promote RCUK's Vision and Values.
- Familiarise themselves with the diversity and inclusion policy.

Health, Safety and Wellbeing

Our people should:

- Familiarise themselves with the Health and Safety Policy and follow all health and safety procedures.
- Take reasonable care of the health, safety and wellbeing of themselves and others.
- Report any health, safety and wellbeing concerns promptly, even if they fall outside their direct area of responsibility.
- Not attend work under the influence of alcohol, drugs or medication that may impair their ability to carry out their work.

Resuscitation Council UK is committed to a zero-tolerance approach to any unwanted, inappropriate and/or harmful sexual behaviours towards anyone involved in RCUK's courses. RCUK is committed to following the principles and actions as set out in the "Sexual Safety in Healthcare – Organisational Charter"

Integrity and Accountability

Our people should:

- Report any impropriety, breach of procedure or possible wrongdoing.
- Keep confidential matters secure and ensure that all personal data is handled in line with our data protection policies.
- Report any data protection concerns to dataprotection@resus.org.uk.
- Seek authorisation before communicating externally on behalf of RCUK.
- Declare any interests that may create a conflict with the work of the charity.
- Inform their line manager or HR if charged with or convicted of a criminal offence, where disclosure is legally required. Volunteers should inform RCUK via compliance@resus.org.uk

Gifts, Benefits and Hospitality

Our people:

- Must not seek or accept gifts, rewards or hospitality that could reasonably be perceived as influencing their judgement or integrity.

- Staff should familiarise themselves with the Anti-Corruption and Anti-Bribery Policy. If in doubt, employees should seek guidance from the Head of Finance or Quality and Compliance Manager.

Gifts or hospitality may only be accepted or offered if:

- They are of low value, infrequent, reasonable, and proportionate.
- They do not influence or appear to influence decision-making.
- They comply with the Charity's recording and approval requirements:

Gifts must never include cash or cash equivalents (e.g. vouchers), nor be offered or accepted in circumstances that could improperly influence, or be perceived to influence, decision-making, including during procurement or tender processes.

Breaches of the Code

Staff failure to comply with this Code of Conduct may result in disciplinary action, up to and including dismissal, in accordance with RCUK's Disciplinary Procedure.

We greatly value the time, skills and commitment that our volunteers contribute to RCUK. If concerns arise regarding conduct, we will seek to address these fairly and constructively wherever possible. However, serious or repeated breaches of this Code may result in volunteer arrangements being reviewed and, where necessary, brought to an end.

Related Policies

- Health and Safety Policy
- Data Protection Policy and related processes
- Social Media Acceptable Use Policy
- IT Acceptable Use Policy
- EDI / Diversity and Inclusion Policy
- Anti-Bribery and Anti-Corruption Policy
- Employee Handbook and related HR Policies (e.g. recruitment, induction, grievance, disciplinary)
- AI Policy
- Whistleblowing Policy
- Conflict of Interest Policy

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