

ZAMBIA THERAPEUTIC ART (SC045462)

CODE OF CONDUCT

This code applies to everyone who works (paid or unpaid) for ZTA, both in the UK and overseas. This includes trustees, paid workers and unpaid volunteers.

ZTA's values are honesty, openness and integrity and it aims to improve the health and wellbeing of people with mental health difficulties in Zambia and other places where it may work.

ZTA trustees, paid workers and unpaid volunteers will -

1. Keep the interests of the charity's beneficiaries uppermost in all they do.
2. Act within ZTA's constitution, ZTA policies and current law in Scotland, the UK and other jurisdictions where they may work.
3. Maintain the confidentiality of the organisation, its users and beneficiaries and will treat as confidential information gained as part of their work.
4. Disclose confidential information only if:
 - a. permission is given; or
 - b. it is required by law; or
 - c. it is in the public interest such as if it is necessary to protect public safety or prevent harm to other people.
5. Communicate effectively and behave respectfully towards with colleagues, beneficiaries and others.
6. Not discriminate against any person or group on the grounds of race, belief or sexual orientation.
7. Take all reasonable steps to reduce the risk of harm to themselves and others.
8. Report any concerns about the safety or wellbeing of beneficiaries, children or vulnerable adults promptly and in accordance with ZTA policies.
9. Not communicate with the media without the permission of the board.
10. Not share information about ZTA, its users or beneficiaries through social media without the permission of the board.
11. When using social media, maintain appropriate professional boundaries, not post indecent or offensive material and be aware of who can see what is posted.
12. Be open and admit when things go wrong.
13. Be honest and trustworthy.

This policy will be reviewed by the Trustees at least every 2 years and updated if required.

Date	By whom	Comments
14.03.18	SNWilloughby-Booth	Approved
20.02.20	S N Willoughby-Booth	Reviewed & revised