

Berkshire Maestros Staff Code of Conduct and Behaviour Policy

Date of issue:	November 2016
Review date:	November 2019

Purpose

The purpose of this code is to provide a clear framework within which all Berkshire Maestros employees, staff and Trustees are expected to conduct themselves. Maestros strives to maintain a work environment for its staff and a learning environment for its students in which honesty, integrity and respect for fellow employees, students, parents and users of our services are constantly reflected in personal behaviour and standards of conduct.

Principles

- Maestros is an evolving organisation and its actions and behaviour of its employees have an impact on the musical education of thousands of children and young people, as well as on the local environment and the community. Employees are expected to have regard for the impact of their personal behaviour on the organisation, colleagues, customers, the environment and our community.
- Berkshire Maestros, as lead organisation of the Berkshire Music Hub, receives a annual grant from Arts Council England on behalf of the government as well as significant income from students (parents/carers), schools, Unitary Authorities, public sources, private sector organisations and charitable and third-sector bodies. It is essential that all these stakeholders can have confidence that Maestros maintains the highest standards of conduct in financial and moral matters and seeks to maintain high standards of probity and ethical behaviour. Stringent procedural and audit arrangements are in place.
- This code covers some of the most important issues relating to personal conduct, and gives a framework of standards and behaviour guidelines, but it is not intended to be exhaustive.
- It is expected that all staff sign up to and support Berkshire Maestros' Vision, Mission Statement and Core Values.

Overarching belief:

We believe in the power of music to change lives

Vision Statement:

All children and young people in Berkshire will experience an inspirational, high-quality musical education and the joy of making music with others

Mission Statement:

Berkshire Maestros is the lead organisation of the Berkshire Music Education Hub. Through our passion for music making, creativity, expertise and excellence, we aim to deliver the highest quality musical education to meet the aspirations and needs of every child, young musician, school and music leader in Berkshire. We aim to inspire and empower our young musicians and create life-enhancing, enjoyable and sustainable musical opportunities through providing first access and coherent, progressive pathways and enable our community to achieve their potential, develop and celebrate through music. We will consistently fulfil our promise of '*Teaching Music, Changing Lives*' through delivering outstanding value, continuous innovation and exceptional quality - we will bring the best to everyone we reach.

Core Values

- Ambition and access for every child and young person
- Excellence in practice
- Commitment to our partnerships and community working
- Respect, professionalism and investment in our workforce
- Effective and evolving communication
- Positive and proactive approach
- Determination to drive continuous improvement and embrace change

Standards of personal behaviour

Equality

One of Maestros' core values is to demonstrate 'respect, professionalism and investment in our workforce'. In order to achieve this, Maestros seeks to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. Maestros is committed to ensuring equality of education and opportunity, fairness and respect for all pupils staff, parents, carers and customers receiving services from Maestros irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation. See Equality Policy.

Harassment and bullying

To secure an environment in which students and members of staff are able to flourish and to achieve their full potential, Maestros is committed to ensuring that everyone is able to work and to participate in the life of the organisation without fear of harassment, bullying or intimidation. Everyone in Maestros has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment. Maestros will take action against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened.

Health and safety

Maestros places a high priority on providing a safe working and learning environment and will act positively to minimise the incidence of all workplace risks as required by the Health and

Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of employees, students, visitors and users of our facilities. Our aim is excellence in health and safety, by means of continuous improvement of standards, and the comprehensive use of risk assessments so as to systematically remove the causes of accidents/incidents and ill-health. This, together with other aims and objectives, reflects Maestros' commitment to promote employee well-being. See Stress, Health and Safety, Work-Life Balance Policies for further information.

Relationships with other members of staff, students, parents, carers and customers of Maestros

Maestros does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation.

Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, assessing or authorising relationship with each other.

Employees must inform their line manager if they have a close personal relationship with another employee, a student, or a client or customer of Maestros which could be considered by colleagues, students or others, as impacting on the way they conduct themselves at work.

Performance

Maestros expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas.

The guidelines in the staff handbook for both teaching and non-teaching staff, including self-employed colleagues should be strictly adhered to.

Misuse of drugs and alcohol

It is a disciplinary offence to be on Maestros premises and/or carrying out official Maestros duties when under the influence of alcohol or non-medically prescribed drugs.

Gambling

Gambling activities must not be conducted on Maestros premises nor during working hours. Discretion may be used in relation to small raffles for charitable purposes, occasional sweepstakes etc.

Conduct outside work

Maestros does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise Maestros' reputation or position will be dealt with through the disciplinary procedure. See Disciplinary Policy.

Dress code

Maestros does not operate a formal dress code for its employees. However, staff must follow the guiding principles as set out in the staff handbook and ensure that their dress is appropriate for the situation in which they are working. All staff should present a professional image and one that reflects sensitivity to customer and colleague perceptions.

Academic and Musical integrity

Maestros strives to maintain the highest standards in all the teaching and musical leadership it undertakes. Teaching staff must conduct themselves in ways that reflect the Berkshire Maestros Professional and Quality Standards. Please refer to the staff handbook for more information.

Financial probity

Intellectual property

Where appropriate, the rights regarding intellectual property are outlined in individual staff contracts.

Copyright

Subject to the following provisions, Maestros and employees acknowledge sections 11 and 215 of the Copyright, Designs and Patents Act 1988. All records, documents and other papers (including copies and summaries thereof) which pertain to the finance and administration of Maestros and which are made or acquired by employees in the course of their employment shall be the property of Maestros. The copyright in all such original records, documents and papers shall at all times belong to Maestros.

Financial regulations

Maestros financial regulations create a framework of financial controls within which all staff must operate. These regulations are designed to protect Maestros and individual members of staff. Failure to comply with these regulations may lead to the loss of assets, significant delays in payments to employees and suppliers, and additional work for colleagues.

Employees must not accept gifts or hospitality that could give rise to a suspicion that they have a conflict of interest or have been influenced in a decision. See Gifts Policy.

Breaches of the regulations will normally be a serious disciplinary offence

Conflicts of interest

The highest standards of behaviour are also expected in all areas of Maestros work and life, especially where individuals are in positions to make decisions which may have significant impact on others. In all such cases it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased.

Access to confidential information

Although Maestros strives to conduct its business in an open fashion there will be times when individuals, through their positions within the organisation or as interviewers/recruiters, line managers etc, become aware of confidential information, either about other individuals or in connection with Maestros commercial/academic activities. Individuals should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information.

Bribery Act 2010

Under the [Bribery Act 2010](#), a bribe is a 'financial or other advantage' offered, promised or given to induce a person to perform a relevant function or activity improperly, or to reward them for doing so. The Act makes it a criminal offence to:

- offer, promise or give a bribe
- request, agree to receive or accept a bribe
- bribe a foreign public official to obtain or retain business or a business advantage
- (by an organisation) fail to prevent bribery by those acting on its behalf ('associated persons') to obtain or retain business or a business advantage for the organisation.

Small payments made to government officials or others to make something happen, or happen sooner, (commonly called facilitation payments) are likely to be bribes and unlawful under the Act.

Under the Bribery Act, individuals can be prosecuted for accepting bribes or offering bribes. In addition, Maestros can be prosecuted for failing to prevent bribery committed to obtain or retain business or a business advantage for Maestros by an employee or other individual or organisation performing services for Maestros.

Please refer to the Gifts Policy for further information on this area.

Use of equipment for non-work purposes

Maestros will allow employees reasonable use of Maestros equipment and facilities, provided that authorisation has been obtained from the CEO, that the use does not interfere or conflict with the work of Maestros, and that any costs are met by the individual.

Private telephone calls

Employees may use Maestros telephone facilities to make occasional private calls for essential or emergency matters. Private international calls are not permitted without prior authorisation.

Use of IT equipment, internet and social media

Users of Maestros IT and internet facilities must behave reasonably towards other users and the facilities and in public areas they must behave appropriately. Users who do not behave reasonably and appropriately may be subject to disciplinary action in accordance with relevant procedures. The Use of IT and Social Media Policies give examples of reasonable and appropriate behaviour but are not exhaustive. See relevant policies.

In particular, employees must not use Maestros facilities to create, display, produce, store, circulate or transmit obscene or pornographic material in any form or medium.

Employees may use Maestros internet facilities for occasional personal matters, but must not access social media for personal purposes in working hours.

Information security

Maestros recognises that information and the associated processes, systems and networks are valuable assets and that the management of personal data has important implications for individuals. Through its security policies, procedures and structures, Maestros will facilitate the secure and uninterrupted flow of information, both within Maestros and in external communications. Maestros believes that security is an integral part of the information sharing

which is essential to the business and the Data Protection Policy is intended to support information security measures throughout Maestros.

Data protection

Maestros holds and processes information about employees, students, and other data subjects for academic, administrative and commercial purposes. When handling such information, Maestros, and all staff or others who process or use any personal information, must comply with the Data Protection Principles which are set out in the Data Protection Act 1998. Any doubts or queries about data protection issues should be referred for guidance to the Head of Business Operations. See Data Protection Policy.

Procedures

Raising matters of concern

Employees have a right and a duty to raise concerns which they may have about breaches of the law or propriety by Maestros. This should normally be through their line manager but in circumstances where this is not appropriate they may approach the Head of Staffing and Recruitment or the CEO in confidence. No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so. See the Whistle Blowing Policy.

Breaches of this code

This code of conduct has been drawn up to provide a source of guidance to Maestros employees. It is not a contractual document and can be amended at any time by Maestros. All staff must comply with both the provisions of this code and Maestros policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.

In addition to this Code of Conduct, all employees engaged to work as teachers have an obligation to adhere to the Berkshire Maestros Standards as set out in the staff handbook and in relation to this policy, all staff must adhere to Part 2 of the Standards - Personal and Professional Conduct. All staff must read, understand and adhere to the guidelines and expectations for conduct and behaviour as outlined in the staff handbook.

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with Maestros Code of Conduct and Behaviour.

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to Dawn Garside