



GTA CONSULTANTS

Our Code of Conduct for Staff & Consultants

1 INTRODUCTION

GTA 's directors are required to set out a Code of Conduct for all staff whom work for or represent the company in its day-to-day business. The following code has been produced to maintain our integrity and reputation.

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal and/or loss of contracts.

2 PURPOSE, SCOPE AND PRINCIPLES OF GTA CONSULTING

A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe. GTA staff and Consultants are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all clients. Each representative of GTA has an individual responsibility to maintain their reputation and the reputation of our practice, whether inside or outside working hours.

This Code of Conduct applies to:

- all staff who are employed by GTA
- all staff and consultants representing GTA in any capacity

3 GTA - SETTING AN EXAMPLE

- 3.1 All staff and consultants who work for and on behalf of GTA set examples of behaviour and conduct and must therefore avoid using inappropriate or offensive language at all times.
- 3.2 All staff and consultants should demonstrate high standards of conduct in order to encourage others to do the same.
- 3.3 All staff and consultants must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 This Code helps all staff and consultants to understand what behaviour is and is not acceptable.

4 SAFEGUARDING AT GTA

- 4.1 Staff and consultants have a duty to safeguard clients and their families from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- 4.5 Staff must not seriously demean or undermine clients, their families or carers, or colleagues.

5 HONESTY AND INTEGRITY AT GTA

- 5.1 Staff and consultants must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of client property and facilities.
- 5.2 All staff and consultants must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer the matter to GTA directors and/or their respective professional body.
- 5.3 Gifts from suppliers, clients or associates of GTA the must be declared to the Directors, with the exception of "one off" token gifts from clients to the value of £25.

6 CONDUCT OUTSIDE WORK

- 6.1 Staff and consultants must not engage in conduct outside work which could seriously damage the reputation and standing of GTA or the staff or consultants own reputation or the reputation of other members of GTA's associates.
- 6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 6.3 Staff and consultants must exercise caution when using information technology and be aware of the risks to themselves and others.
- 6.4 Staff and consultants must not engage in inappropriate use of social network sites which may bring themselves or GTA into disrepute.

7 GTA CONFIDENTIALITY

- 7.1 Where staff and consultants have access to confidential information about clients or their families or customers, staff and consultants must not reveal such information except to those colleagues who have a professional role in relation to the work being undertaken by GTA.

8 DISCIPLINARY ACTION

- 8.1 All staff and consultants need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal and/or immediate surrender of any contracts with GTA.