**CODE OF CONDUCT**

**vIsion statement**

*Our vision* for the Charity is to enhance the teaching and learning of primary school science in the UK.

*Our strategy* is to support state primary and early years science through a three-year funding scheme in specific areas of the UK. In addition, support is provided for science providers via grants for travel subsidies and outreach work in schools, and for a number of science festivals. The Trust offers support for a limited number of community projects in the UK and overseas.

**1. OUR SHARED VALUES**

Acting with professional and personal integrity at all times:

* we are honest and trustworthy in our activities and relationships,
* we are committed to fair and ethical practices,
* we always treat colleagues and others with respect,
* we follow all Edina Trust’s policies and procedures relevant to our role,
* we abide by applicable laws, and
* we report integrity concerns to a member of Edina Trust’s senior management or externally to the Office of the Scottish Regulator via its whistleblowing scheme.

**2. THIS CODE OF CONDUCT** applies to all Edina Trust Representatives, namely:

* Edina Trust’s Trustees, and
* Edina Trust’s staff (via Kirkhouse Trust), consultants and volunteers.

**3. CORE PRINCIPLES**

**Please refer to Section 5 for relevant policies and procedures.**

**3.1 Ethics and Integrity**

The Edina Trust is committed to complying with all applicable laws and regulations. Edina Trust Representatives are expected to observe the highest ethical standards in their dealings with each other and third parties, and to act fairly and honestly, with personal and professional integrity in a manner befitting Edina Trust’s vision and be accountable for their actions.

Edina Trust has a zero-tolerance policy regarding bribery and corruption.  **3.2 Conflicts of Interest**

Edina Trust Representatives must avoid conflicts of interest by ensuring their decisions, transactions and/or relationships do not place personal interests ahead of those of the Charity and colleagues. Any ethical, financial, legal or other conflicts of interest should be disclosed.

**3.3 Environmental, Social and Governance**

The Edina Trust is committed to treat all representatives fairly in terms of recruitment, progression, terms and conditions of work and representation, irrespective of gender, race, colour, disability, political opinion, sexual orientation, age, religion, social or ethnic origin, or health status.

**3.4** **Conduct while travelling in the UK**

When travelling for work, all Edina Trust Representatives are expected to uphold high standards of professional integrity and honesty.

**3.5** **Extortion, bribery and financial crime**

All Edina Trust Representatives are expected to comply with all applicable laws, and promote best practice standards intended to prevent extortion, bribery and financial crime.

**3.6** **Gifts, Donations, and Hospitality**

Edina representatives can accept modest value gifts and meals from grantees in the course of their work. It is imperative that all gifts are reported and entered on the Trust’s log.

**3.7 Health and Safety**

The Edina Trust is committed to the health and safety and welfare of all Edina Trust Representatives.

**3.8 Anti-Discrimination/Harassment**

All Edina Trust Representatives are expected to avoid all forms of discrimination and harassment. Reports of any forms of discrimination or harassment shall be treated very seriously.

**3.9 Privacy**

Edina Trust is committed to complying with privacy and data protection laws and will respect people’s privacy and confidentiality of information.

**3.10 Procurement**

Fraud risk - The Trust recognises there are potential risks in the procurement of goods and services, for example it could be possible for a member of staff to gain personally from procuring items or services intended for the Trust. Staff involved in procurement do not accept gifts from suppliers, with the exception of low value promotional items such as ballpoint pens, post-it notes, etc.

**4. ZERO TOLERANCE AND SPEAKING UP**

Edina Trust has zero-tolerance for all illegal activities (including but not limited to bribery and corruption), and for any forms of sexual, physical or psychological harassment, abuse or exploitation or breaches of this code of conduct. Any Edina Trust Representative or third party who has cause for concern regarding the propriety or legality of any action should report these either to a line or senior manager, with the assurance that those who report unlawful or inappropriate behaviour in good faith will be protected from retaliation. At the same time, anyone who may become the subject of a complaint will be treated fairly and with respect whilst the outcome of the complaint is being determined.

**5. POLICIES AND PROCEDURES**

All Edina Trust Representatives will adhere to the following policies and procedures (relevant to their role) that support the above Core Principles:

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy** | **Trustees** | **Employees** | **Consultants** |
| Health & Safety Policy | ✔ | ✔ | ✔ |
| UK Travel Policy | ✔ | ✔ |  |
| Equal Opportunity Policy | ✔ | ✔ |  |
| Whistleblowing Policy | ✔ | ✔ | ✔ |
| External Interests Policy | ✔ | ✔ | ✔ |
| Anti-Corruption and Bribery Policy | ✔ | ✔ | ✔ |
| Data Protection Policy | ✔ | ✔ | ✔ |

The Code is reviewed regularly to make sure it is consistent with the rest of Edina Trust’s policies, as well as the law. The Edina Trust reserves the right to amend and revise the contents of this policy at any time.

**Code of Conduct Statement of Commitment**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that I have read this Code of Conduct, and I agree to act in accordance with its contents.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_