Codes of Professional

Practice for Staff & Volunteers

# January 2021

## ASÉ commits itself to the highest standards of professional conduct in all that it does. ASÉ’s team inspires each other and our beneficiaries to reach our highest standards.

# Innovative – we expect each other to:

* Actively seek to develop new creative effective and efficient ways of achieving ASÉ’s goals.
* Encourage the implementation of new ideas and ways of working through openness and consultation.
* Support innovation by having the motivation to win and the courage to change lives.
* Challenge the boundaries of delivery, support and service to all our stakeholders.

# Nurturing – we expect each other to:

* Recognise and value the unique contribution each individual makes to ASÉ.
* Support and value the work of all colleagues.
* Work in collaboration and co-operative manner with all colleagues across the board.
* Work together as ‘one’ to develop our common goals and professional relationships.

# Successful – we expect each other to:

* Celebrate success, recognize and reward dedication, achievement and best practice.
* Act on feedback from colleagues, beneficiaries and our clients to continually improve what we do.
* Have high standards and expectations of ourselves and of each other and act with enthusiasm and dedication.
* Work together to achieve ASÉ’s strategic aims and promote our shared values.

# Professional – we expect each other to:

* Take responsibility for continually maintaining, updating and enhancing knowledge, skills and expertise.
* Act in a professional manner in line with ASÉ’s Ethical Framework Guidelines.
* Dress appropriately, portraying a positive and professional appearance.
* Be accountable for the maintenance of professional standards and challenge unacceptable behaviour.
* Be on time and manage time effectively to the benefit of ourselves and each other.
* Comply with ASÉ’s procedures, policies and best practice.

# Inclusive – we expect each other to:

* Challenge discriminatory language and practice to promote a safe and positive environment.
* Value the diversity of ASÉ’s community and promote an inclusive culture.
* Recognise and respect the unique contribution each person makes to ASÉ.

# Respectful – we expect each other to:

* Be courteous, honest, polite and open in all communications with colleagues, beneficiaries, customers and external agencies.
* Respond to the individual needs of students and staff with empathy.
* Value and respect the working and learning environment.
* Respond promptly and positively to requests for help, advice and information considering the consequences of our actions on others.

# Enterprising – we expect each other to:

* Build partnerships with employers and stakeholders in the local community to enhance services to beneficiaries and other clients.
* Co-operate with other organisations and colleagues to achieve our common goals.
* Be ambitious and innovative for ourselves, our team and ASÉ.
* Act as an ambassador for ASÉ.

# Q&A

**What is appropriate dress for ASÉ**

Staff are role models for our beneficiaries. In a classroom and offices, we expect smart casual wear. Staff should wear clothing that fits the situation and meets health and safety requirements.

**Should I give out my home address or personal phone number to beneficiaries?**

No, this goes against our safeguarding policy and could encourage improper conduct. Beneficiaries should use ASÉ’s contacts only and not be given personal contact information.

**What are ASÉ’s Guidelines about gifts and hospitality?**

Gifts to individuals from contractors, suppliers or any organization ASÉ has dealings with cannot be accepted, other than small tokens eg. Diaries and pens.