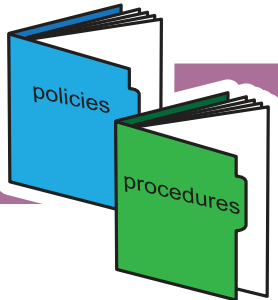


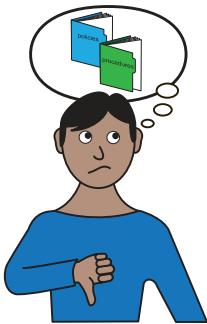


policies and procedures

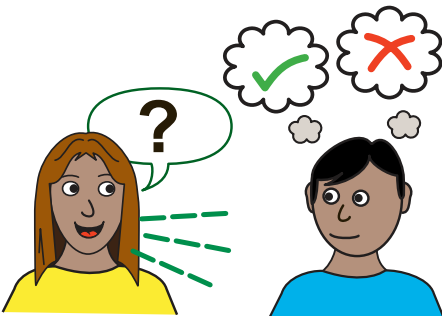


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

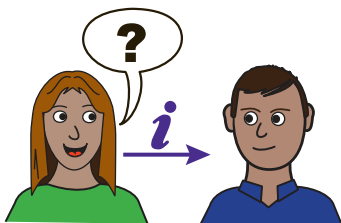


The policies and procedures also tell us what to do if something goes wrong.

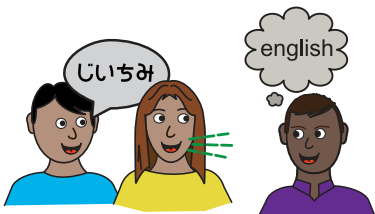


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



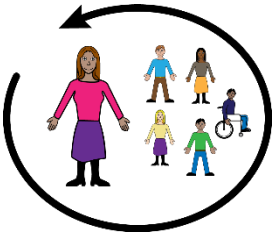
phone: **0113 234 6040**
text: **07531 215 999**
email: **governance@pyramid.org.uk**



Pyramid Code of Conduct



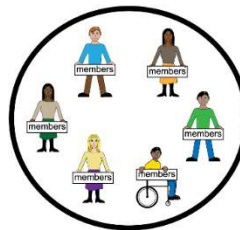
The **code of conduct** is a description of how everyone should behave when they are at Pyramid.



It applies to everyone equally.



Office staff



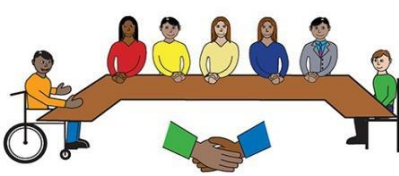
Group members



Core workers and artists



Volunteers

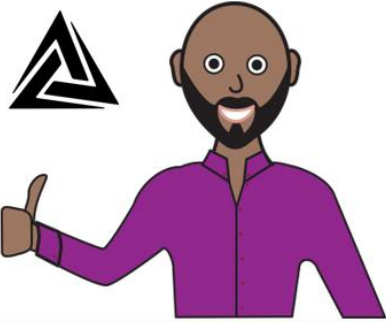


Trustees



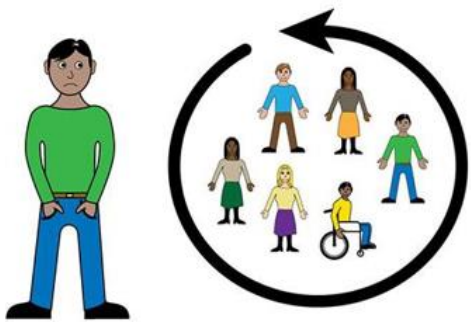
Outside contractors

Why do we have a Code of Conduct?



The purpose of the code is to make sure that everyone behaves and acts in a way that:

- supports Pyramid
- keeps everyone safe and happy
- gives a positive impression of our work



If you do not follow the code of conduct, you might be excluded from Pyramid activities.

- We will explain why your behaviour or actions went against the code of conduct.
- You will get a written warning before being excluded, unless it was a very serious incident.



Or, if you are a paid worker, Pyramid may take disciplinary action against you.

Please see our **Disciplinary Policy and Procedure** for more information on this.

Code of Conduct - Behaviour



Everyone must do their work to the best of their ability and take responsibility for themselves by doing these things:



Follow the rules of your contract, if you have one.



Behave sensibly and always follow any safety rules or instructions.

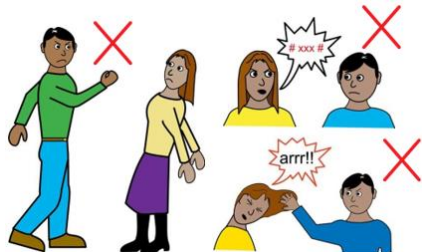
See our **Health and Safety Policy** for more information on this.



Always act in professional, kindly and respectful manner.

See our **Dignity and Respect Policy** for more information on this.

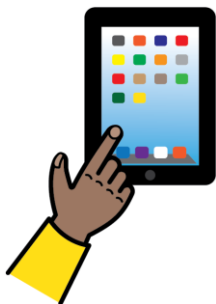
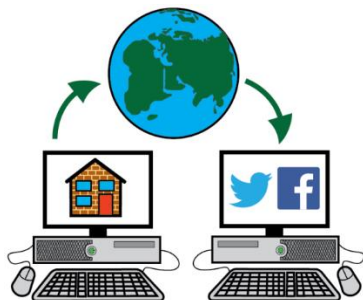
Code of Conduct - Behaviour



Do not speak behave in a threatening, abusive or violent way.

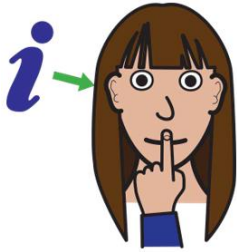


You must be **sober** (not under the influence of alcohol or drugs) when you are at work or attending a Pyramid session.



- Our **Social Media Policy** explains the standards of behaviour we expect when you are interacting with other people online.
- Our **Digital Devices and Internet Usage Policy** explains the rules for using Pyramid's equipment and Wi-Fi.

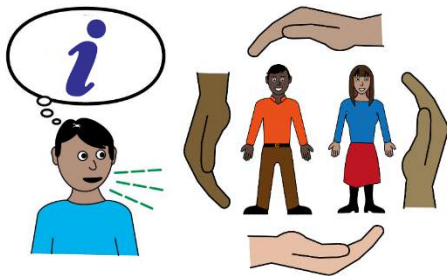
Code of Conduct - Privacy



Any information you find out about other people at Pyramid is private and confidential.



You must not give the information to anyone else without the person's permission.



There are exceptions to this rule if you think someone is in danger or breaking the law.

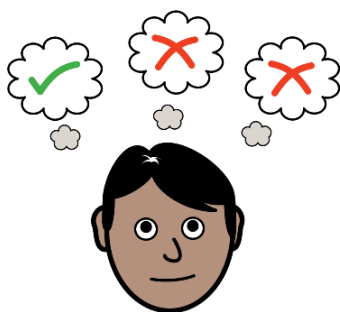
See our **Safeguarding Policy** and **Whistleblowing Procedure** for more information on this.

Code of Conduct – Professional and Personal Boundaries



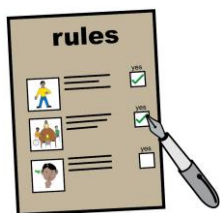
Professional boundaries means workers and volunteers understanding their role and responsibilities, and making sure their interactions with others are appropriate.

Pyramid provides information, training and supervision to support this.

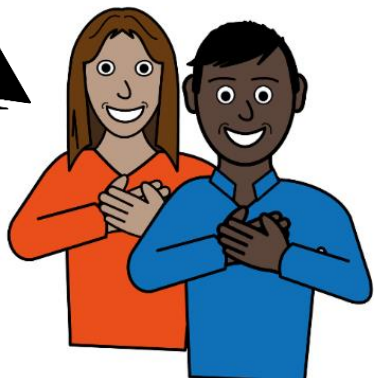


Personal boundaries are our own individual limits on what behaviour we find acceptable from other people.

We use our personal boundaries to protect ourselves, emotionally and physically.



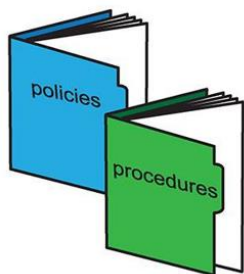
Pyramid groups sometimes introduce **ground rules** to help everyone recognise and respect each others' personal boundaries.



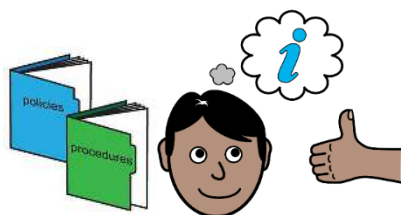
Pyramid sessions are designed to give everyone opportunities for assertiveness, making choices, to develop self-esteem and form positive relationships.

This helps everyone to feel confident in establishing their own personal boundaries, and letting others know how they feel.

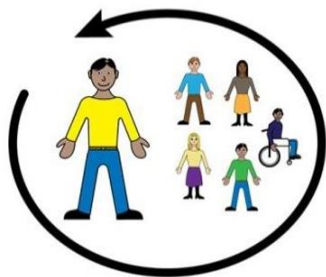
Code of Conduct – Policies and Procedures



You are expected to follow Pyramid's policies and procedures at all times.



Workers must know Pyramid's rules about:



Equality,
Diversity and
Inclusion



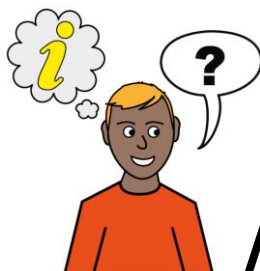
Safeguarding



Health and
Safety



Data Protection



Ask a core worker or member of staff if you have a question about the Code of Conduct, or any other policy.

You can also find information online at pyramid.org.uk/policies-and-procedures