

## KE ETHICS, VALUES & CONDUCT

### Ethics

This document sets out Kinda Education's ethics, standards and moral code. It outlines expectations of staff, employees, volunteers and associates in their internal and external dealings with colleagues, clients, stakeholders and third parties.

### Values

Kinda Education's values are based on kindness and respect for others and oneself. We strive to put a culture of care at the heart of all interactions.

### Kinda Forest School Agreement

Those attending Kinda Forest School agree to show:

- Kindness, care and respect for others, including other children, Forest School facilitators and any visitors. We also show kindness care and respect to ourselves.
- Kindness, care and respect to the community as a whole.
- Kindness, care and respect to the natural environment we gather in.
- Care and respect for each other's property or belongings and property or facilities shared by whole group.

By agreeing to the above we hope that each person attending the Forest School can express their individuality. Thereby they can

- Experience learning and facilitating in an enjoyable and positive way.
- Feel safe, valued and respected.
- Recognise the importance of caring for a natural environment.
- Experience a sense of personal achievement and explore with confidence.

The agreements above are transferable to Kinda Education staff, employees, volunteers and all those we are in contact with.

### Code of Conduct

We will conduct every aspect of our business with honesty, integrity and openness, respecting human rights and the interests of our employees, volunteers, customers and third parties.

We will respect the legitimate interests of third parties with whom we have dealings in the course of our business.

We will maintain the highest standards of integrity.

With regards our employees and associates we are committed to:

- Developing a workforce where there is mutual trust and respect, free from bullying and harassment, where every person feels responsible for the performance and reputation of our company.
- Respecting the rights of individuals their customs and traditions

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- Recruiting, employing and promoting employees/volunteers and associates on the basis of objective criteria and the qualifications and abilities needed for the job to be performed in line with our Equal Opportunities Policy.
  - Maintaining good communications with employees/volunteers through our information and consultation procedures.
  - Providing our employees/volunteers with suitable training and assisting them in realising their potential.
  - Ensuring the privacy and confidentiality of our employees' and volunteers personal information is respected.
  - Providing mechanisms whereby employees/volunteers can raise legitimate concerns confidentially regarding malpractice and ensuring no one will be victimised for a report made in good faith.
  - Providing employees/volunteers with the appropriate information and training to comply with this policy and the associated policies.
  - Seeking to protect our employees/volunteers from third party abuse that might be injurious to their safety, health or well-being.

### **Business Integrity**

We aim to develop strong relationships with our suppliers, stakeholders and others with whom we have dealings, based on mutual trust, understanding and respect. In those dealings, we expect those with whom we do business to adhere to business principles consistent with our own.

We will conduct our operations in accordance with the principles of fair competition and applicable regulations. The company's accounting and other records and supporting documents must accurately describe and reflect the nature of the underlying transactions.

No unrecorded account, fund or asset will be established or maintained.

We will comply with the laws and regulations applicable wherever we do business. We will obtain legal advice where felt necessary to comply with this commitment.

We will review and track our business risks including social and environmental risks.

We will not facilitate, support, tolerate or condone any form of money laundering.

To ensure that our business is run in an ethical and effective manner we will maintain internal controls through an auditing system.

### **Personal Conduct**

All employees, volunteers and associates are expected to behave in accordance with the principles set out in this policy.

Employees, volunteers and associates are expected to protect and not misuse company assets such as buildings, vehicles, equipment, cash and procurement cards.

Employees, volunteers and associates are expected to use email, internet, IT and telephones in a manner appropriate for business purposes in line with the principles contained in this policy and any applicable IT policies.

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## **Bribery**

No employee, volunteer or associate working on our behalf must accept or give a bribe, facilitation payment or other improper payment for any reason.

This applies to transactions with government officials, any private company or person anywhere in the world. It also applies whether the payment is made or received directly or through a third party.

We shall ensure that adequate procedures are in place to prevent the risk of bribery and that these are effectively communicated and implemented.

## **Gifts, Entertainment and Improper Payments**

Accepting or giving any entertainment or gift that is designed to, or may be seen to influence business decisions, is not acceptable. No employee or associate shall offer, give, seek or receive, either directly or indirectly, inducements or other improper advantages for business or financial gain. If an employee or associate is in any doubt as to whether he or she may accept an offer, that employee or associate should discuss the issue with a company director.

Any gift or hospitality given or received by an employee or associate shall be reported for inclusion on a register.

## **Conflict of Interest**

While we respect the privacy of our employees, volunteers and associates, they are expected to avoid personal relations, activities and financial interests which could conflict with their responsibilities to the company.

Employees, volunteers and associates must not seek gain for themselves or others through misuse of their positions or company property.

All actual and potential conflicts (including those arising from the activities or interests of close relatives or partners) must be disclosed to and discussed with the company directors.

## **Confidentiality**

Information received by anyone in the course of his or her employment must not be used for personal gain or for any purpose other than that for which it was given.

Where confidential information is obtained in the course of business that confidentiality must be respected.

All directors, staff (paid and unpaid), volunteers and associates will sign a [Confidentiality agreement](#).

## **Health and Safety**

We are committed to creating and maintaining a safe and healthy working environment for our employees, associates, customers and the community.

Our commitment to ensuring the safety and security of our employees and associates is set out in our [Health, safety and welfare policy](#).

## **The Environment**

Kinda Education is committed to making continuous improvement in the management of its environmental impact as set out in our [Environmental Policy](#).

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All employees and associates are expected to adhere to the requirements of the local environmental management system and support the improvement in our environmental performance.

### **Customers**

The company is committed to providing safe, value for money, high quality, consistent, accessible and reliable services to its customers.

All employees, volunteers and associates are expected to behave respectfully and honestly in all their dealings with customers and the general public in accordance with the principles set out in this policy.

In particular, we will safeguard and protect the welfare of vulnerable people who come into contact with our employees, volunteers and associates.

### **Stakeholders**

The company will conduct its operations in accordance with the principles of good corporate governance. We will provide timely, regular and reliable information on the business to all our stakeholders.

### **Supply Chain**

We purchase a range of goods and services required in the operation of our business and we also rely on a number of key suppliers for the delivery of our core services. Good working relationships with our suppliers are therefore central to the success of our business.

While we are committed to obtaining and retaining competitive goods and services we will at the same time seek to ensure they are from sources that have not jeopardised human rights, safety or the environment.

We expect our suppliers to adhere to business principles consistent with our own. We expect them to adopt and implement acceptable safety, environmental, product quality, product stewardship, labour, human rights, social and legal standards.

We will seek to work with our suppliers to develop long-term meaningful relationships to benefit both parties with the aim of improving the quality, environmental performance and sustainability of goods and services.

### **Community Involvement**

Our activities and services affect members of the community regularly. We are committed to fostering good relationships with the communities in which we work and building community partnerships that deliver positive change.

### **Equal Opportunities and Diversity**

We are committed to equality of opportunity both in the provision of services to the public and as an employer. The purpose of this policy is to ensure that all employees, volunteers, associates, clients, contractors and those who come into contact with the company are treated equally and with fairness and consistency at all times.

This policy seeks continuous improvement and compliance with legislation. It is based on the principles that all people have the right to be treated with dignity and respect. Therefore,

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- We will not discriminate on the grounds of race, gender, disability, nationality, religion, philosophical belief, political belief, age, sexual orientation, family status, trade union activity or any other factor
  - We will adopt fair and inclusive practices throughout our operations and will eliminate all prejudice, discrimination, bullying and harassment

All employees, volunteers and associates have personal responsibility for the practical application of this policy in their day-to-day activities and must support the policy at all times. Non-compliance with this policy will be treated seriously and will not be tolerated

### **Human Rights**

The company supports the principles of the United Nations Universal Declaration of Human Rights and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work. Therefore we will adhere to the following principles:

- We will treat all employees, volunteers and associates fairly and honestly, regardless of where they work. All staff and associates will have agreed terms and conditions in accordance with local law or practice and will be given appropriate job skills training.
- We will pay a fair wage reflecting local markets and conditions. We will always meet any national minimum wage.
- Working hours shall not be excessive. They shall comply with industry guidelines and national standards where they exist.
- Employment must be freely chosen. We will not employ illegal child labour, forced or bonded labour, forced overtime or condone illegal child labour.
- Employees/volunteers and associates have the rights of freedom of association and collective bargaining.
- We will negotiate in good faith with the properly elected representatives of our employees.
- We will not use or condone the use of corporal punishment, mental or physical coercion or verbal abuse. We have disciplinary procedures for any member of staff whose conduct falls below the required standard.
- We have a grievance procedure through which staff, volunteers and associates can raise personal and work-related issues.
- All staff, volunteers and associates will be given access to toilet, washing facilities and protective clothing and equipment.

### **Data Protection**

We will comply with the relevant principles governing data protection. See [Privacy and Data Protection policy](#).

Policy dated: June 2020

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