

Respect and inclusion in my work at the Film and TV Charity

1. Everyone at the Film and TV Charity is responsible for creating a positive workplace that is inclusive and supportive of all its people - trustees, staff and volunteers - and they understand that all team members are expected to model this behaviour.
2. We will respect the dignity of others regardless of their role or seniority.
3. Everyone has the right to feel safe, welcome, and comfortable.
4. We understand what bullying, harassment and victimisation are - we will not bully, harass or victimise colleagues, and if we observe these behaviours directed toward other colleagues, we will support the target and report it.
5. We understand that we will not discriminate unlawfully on any of the 9 protected characteristics of race, disability, age, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation and if we observe these behaviours directed toward other colleagues, or affect them adversely, we will support the target and report it.
6. We will maintain professional boundaries with our colleagues, trustees or other charity volunteers, donors and partners, other stakeholders, and the charity's beneficiaries at all times.

Safety, confidentiality and compliance at the Film and TV Charity

1. We understand that safeguarding our beneficiaries, staff, trustees and members of the public is paramount in our work.
2. We understand that the Charity must identify and manage all Conflicts of Interest, including conflicts of loyalty, and will not be involved with an activity for personal gain that conflicts with the Charity's interests. We will report all gifts in line with the Charity's Anti-Bribery Policy.
3. We understand the obligations placed on all staff regarding processing personal information and its security as outlined in the Data Protection Policy.
4. We have read and understand the Charity's Whistleblowing Policy and will exercise the right to whistleblow externally if concerned that issues are being mismanaged or ignored.
5. We understand the importance of Health and Safety and will support each other to provide a clean and secure working environment in line with local laws, regulations, and business practices.

What happens if this Code is not followed?

We ask all employees to uphold the spirit and principles of this Code. If you are the target of, observe, or are otherwise aware of behaviours that may be in breach of the code, you should notify your line manager, HR, your Director, the CEO, or avail of the whistleblowing policy.

We will conduct informal and formal investigations if needed, following the Acas guidelines.

Promoting the values and principles of the Film and TV Charity

Our Values: We see the whole person, we act with empathy and respect, we listen and grow, we work with positive energy.

Our principles: Beneficiary-led, Community-spirited, Equality-first, Data and insight driven, Positive and practical, Imaginative and innovative, A long focus (not quick wins), Impact oriented, Collaborative action, Fundraising active.