

# BRITISH ACADEMY OF FORENSIC SCIENCES

---

## **Code of Conduct for Employees and Volunteers**



The purpose of the Code of Conduct for Employees and Volunteers is to set out standards of behaviour expected from employees and volunteers of the British Academy of Forensic Sciences (BAFS).

All employees and volunteers should ensure that they have read and comply with this Code of Conduct.

Employees and volunteers should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in their written role description to a satisfactory standard.
- Performing their role to the best of their ability in a safe, efficient and competent way.
- Following the charity's policies and procedures as well as any instructions or directions reasonably given to them.
- Acting honestly, responsibly and with integrity.
- Treating others with fairness, equality, dignity and respect.
- Raising concerns about possible wrongdoing witnessed in the course of their role with BAFS to the Secretary General or Administrator.
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made.
- Acting in a way that is in line with the purpose and values of the charity and that enhances the work of the charity.
- Communicating respectfully and honestly at all times.
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to employees and volunteers.
- Reporting any health and safety concerns.
- Directing any questions regarding BAFS policies, procedures, support or supervision to their line manager or supervisor.
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with BAFS grievance procedures.

- Declaring any interests that may conflict with their role or the work of the charity (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, employees and volunteers may seek guidance from their line manager or supervisor.
- Keeping confidential matters confidential.
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with BAFS returning any such documents, material in their possession.
- Exercising care and caution when working online.
- Seeking authorisation before communicating externally on behalf of BAFS
- Maintaining an appropriate standard of dress and personal hygiene.
- Disclosing the fact that they have been charged with or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to their line manager or supervisor.<sup>1</sup> For the avoidance of doubt, employees and volunteers are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to BAFS

Employees and volunteers are expected NOT to:

- Bring the charity into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.).
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role, other than minor gifts such as mugs, diaries, calendars etc.
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or

---

<sup>1</sup> In seeking information from employees and volunteers about criminal convictions (or the fact that they have been charged with an offence or given the benefit of the Probation of Offenders Act 1907 (as amended)) charities should comply with data protection law and be aware of the limitations on the circumstances in which it is possible to process such information (e.g. see section 55 of the Data Protection Act 2018). It is also important that charities have due regard to the provisions of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended). If a charity has any doubt about its rights and responsibilities in this regard, it should obtain legal advice.

harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of any recognised community).

- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while working.
- Provide a false or misleading statement, declaration, document, record or claim in respect of BAFS, its employees and volunteers or charity trustees.
- Engage in any activity that may damage property.
- Take unauthorised possession of property that does not belong to them.
- Engage in illegal activity while carrying out their role.
- Improperly disclose, during or after their involvement with BAFS ends, confidential information gained in the course of their role with BAFS.

Where an employee or volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of BAFS other policies and procedures this may result in the employee or volunteer's position being terminated.

Volunteers acknowledge that no employment relationship is created in the context of their role with BAFS.

The board of charity trustees will review the Code of Conduct for Employees and Volunteers at 2-year intervals, or as appropriate. The management team of BAFS are responsible for ensuring that this policy is implemented effectively. All other staff and employees and volunteers, including charity trustees, are expected to facilitate this process.

This Policy has been approved and authorised by:

**Name:** Tracy Alexander  
**Position:** President  
**Date:** 1<sup>st</sup> November 2022  
**Due for Review by:** 31st October 2024  
**Signature:**

