



**City of Sanctuary
Sheffield**
Creating a Culture of Welcome

Code of Conduct

Version	1
Date of Approval	19 June 2019
Approved by	Board of Trustees
Date for Review	December 2019

All staff, trustees and volunteers agree with the vision and values of City of Sanctuary Sheffield. We will work together to build a culture of welcome.

We will work together in ways that are:

- Welcoming and friendly
- Empowering of asylum seekers and refugees
- Safe for all our members and ourselves
- Respectful
- Fair and open-minded
- Supportive

We will work together as a team where everyone is valued for their contribution.

We will be:

- Reliable and punctual
- Honest and truthful
- Open to learning and feedback

- Inclusive of everyone
- Co-operative
- Willing to say if we don't know something - and to ask for help
- Taking responsibility for good team working

We recognise that we are all seen as representatives of City of Sanctuary Sheffield when we are working with partner organisations.

When we are working with others we will be:

- Positive about our organisation, its people and its values
- Respectful of confidentiality
- Appropriate, friendly and reliable
- Willing to address any areas of conflict in a positive, polite and constructive way
- Making sure we keep colleagues informed
- Making sure we follow all relevant policies and procedures