



The ATLAS Foundation

Code of Ethics

Be patient and courteous.

Be inclusive. We welcome and support people of all backgrounds and identities. This includes but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, colour, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

Be considerate. We all depend on each other to produce the best work we can. Your decisions will affect supporters and colleagues, and you should take those consequences into account when making decisions.

Be respectful. We won't all agree all the time, but disagreement should not invoke disrespectful behaviour. We will all experience frustration from time to time, but we cannot allow that frustration to become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

Choose your words carefully. Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behaviour are not acceptable. This includes but is not limited to:

- Threats of violence.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behaviour.

Do not harass others. In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

Our differences can be our strengths. We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes and blaming each other doesn't get us anywhere. Instead, focus on resolving issues and learning from mistakes.



Code of Conduct

Employee Code of Conduct

As an employee, you are responsible to behave appropriately at work. We outline our expectations here. We can't cover every single case of conduct, but we trust you to always use your best judgement. Reach out to your manager or the Board if you face any issues or have any questions.

Dress code

The Atlas Foundation's official dress code is casual, but an employee's position may also inform how they should dress. If you frequently meet with supporters or prospects, please conform to a more formal dress code.

As long as you conform with our guidelines above, we don't have specific expectations about what types of clothes or accessories you should wear.

We also respect and permit grooming styles, clothing and accessories that are dictated by religious beliefs, ethnicity or disability.

Mobile phone

We allow use of mobile phones at work but we want to ensure that your devices won't distract you from your work or disrupt our workplace. We ask you to follow a few simple rules:

- Use your mobile phone in a manner that benefits your work (business calls, productivity apps, calendars.)
- Keep personal calls brief and use an empty meeting room or common area so as not to disturb your colleagues.
- Avoid playing games on your phone or texting excessively.
- Don't use your phone for any reason while driving.
- Don't use your phone to record confidential information.
- Don't download or upload inappropriate, illegal or obscene material.

Also, you must not use your phone in areas where a mobile phone is explicitly prohibited (e.g. House of Lords.)

Organisation Email

Email is essential to our work. You should use your Atlas email solely for work. You can use your Atlas email for work-related purposes without limitations. For example, you can sign up for newsletters and online services that will help you in your job or professional growth.

When using your Atlas email, we expect you to avoid:

- Signing up for illegal, unreliable, disreputable or suspect websites and services.
- Sending unauthorised marketing content or emails.
- Sending insulting or discriminatory messages and content.
- Spamming other people's emails, including Atlas staff, volunteers and supporters.

In general, use strong passwords and be vigilant in catching emails that carry malware or phishing attempts. If you are not sure that an email you received is safe, ask our IT support staff: Sally Hoddell.

Social media

If you handle our social media accounts or speak on Atlas's behalf, we expect you to protect our image and reputation. Specifically, you should:

- Be respectful, polite and patient.
- Avoid speaking on matters outside your field of expertise when possible.
- Follow our confidentiality and data protection policies and observe laws governing copyrights, trademarks, plagiarism and fair use.
- Coordinate with your manager and comms advisors when you are about to share any major-impact content.
- Avoid deleting or ignoring comments for no reason.
- Correct or remove any misleading or false content as quickly as possible.

Conflicts of interest or loyalty

When you are experiencing a conflict of interest or a conflict of loyalty, your personal goals may no longer be aligned with your responsibilities towards Atlas. If you behave or make decisions inappropriately due to such conflicts you may lose your job and may face legal action.

For this reason, conflicts of interest are a serious issue for all of us. We expect you to be vigilant to spot circumstances that create conflicts of interest, either to yourself or for your direct reports. Follow our policies and always act in Atlas's best interests. Whenever possible, do not let personal or financial interests get in the way of your job. If you are experiencing an ethical dilemma, talk to your manager or the Board and we will try to help you resolve it.

Employee or supporter relationships

We want to ensure that relationships between employees or with Atlas supporters, are appropriate and harmonious. We outline our guidelines and we ask you to always behave professionally.

Fraternisation

Fraternisation refers to dating or being friends with your colleagues. In this policy, "dating" equals consensual romantic relationships and sexual relations. Non-consensual relationships constitute sexual violence and we prohibit them explicitly.

Dating colleagues or supporters

If you start dating a colleague or supporter, we expect you to maintain professionalism and keep personal discussions outside of the workplace.

You are also obliged to respect your colleagues who date each other. We won't tolerate sexual jokes, malicious gossip and improper comments. If you witness this kind of behaviour, please report it to your manager or the Board.

Dating managers

To avoid accusations of favouritism, abuse of authority and sexual harassment, managers must not date their direct reports.

Friendships at work



Employees, volunteers and supporters who work together may naturally form friendships either in or outside of the workplace. We encourage this relationship between peers, as it can help you communicate and collaborate. However, we expect you to focus on your work and keep personal disputes outside of the workplace.

Employment of relatives

Everyone at Atlas should be hired, recognised or promoted because of their skills, character and work ethic. We would not like to see nepotism, favouritism or conflicts of interest, so we will place some restrictions on employing relatives.

To Atlas, a “relative” is someone who is related by blood or marriage within the third degree to an employee. This includes parents, grandparents, in-laws, spouses or domestic partners, children, grandchildren, siblings, uncles, aunts, nieces, nephews, step-parents, step-children and adopted children.

As an employee, you can refer your relatives to work with Atlas with some restrictions:

- You must not be involved in a supervisory/reporting relationship with a relative.
- You cannot be part of the recruitment team when your relative is interviewed.

If you become related to a manager or direct report after you both become employed by our company, we may have to transfer one of you.

Relatives and friends as volunteers

Volunteers and supporters are often introduced to Atlas by employees, relatives and other volunteers and supporters. We see this as a positive accolade for the value of our work. We encourage these relationships as they foster growth and loyalty. However, we expect you to focus on the benefit to Atlas and avoid any favouritism or personal disputes.

Workplace visitors

Atlas’s workplaces are donated by supporters. If you want to invite a visitor please conform to the policies of each workplace e.g.: House of Lords, The Blair Partnership.

When you have visitors, you also have responsibilities. You should:

- Always tend to your visitors (especially if they are children.)
- Keep your visitors away from areas where there are dangerous machines, chemicals, confidential records or sensitive equipment.
- Prevent your visitors from burdening your colleagues

Solicitation and distribution

Solicitation is any form of requesting money, support or participation for products, groups, organisations or causes which are unrelated to Atlas (e.g. religious proselytism, asking for petition signatures.) Distribution means disseminating literature or material for commercial or political purposes.

We don’t allow solicitation and distribution by non-employees in our workplace. As an employee, you may solicit from your colleagues only when you want to:



- Ask colleagues to help organise events for another employee (e.g. birthday, promotion, retirement.)
- Seek support for a cause, charity or fundraising event sponsored, funded, organised or authorised by Atlas.
- Invite colleagues to employee activities for an authorised non-business purpose (e.g. recreation, volunteering.)
- Ask colleagues to participate in employment-related activities or groups protected by law (e.g. trade unions.)

In all cases, we ask that you do not disturb or distract colleagues from their work.

Created: November 2019

Last revision: November 2023

Last reviewed by trustees: December 2024