

# Code of ethical conduct

**Afterschool Careers** Ambassadors play a vital part in our work with young people, and in safeguarding the quality of our support. This document defines the standards of behaviour that govern how Ambassadors carry out their role.

**Afterschool Careers Ambassadors must be:**

- **Law abiding:** Professionals and citizens of good character, maintaining the highest standards of integrity. They avoid any activity that is, or may be reasonably perceived to be criminal, unethical, or damaging to their credibility or that of Afterschool Careers.
- **Inclusive:** Ambassadors consciously respect others, and their differences. They act with fairness and without bias, and maintain an ongoing sensitivity to the culture, practices, beliefs, customs, and perspectives of others.
- **Free of undue influence:** Ambassadors will not accept any gifts, payments or reward from any third party on behalf of, or with the intention of influencing the activities of Afterschool careers management or staff.
- **Accountable stewards:** Ambassadors take responsibility for their professional decisions, and make all possible and reasonable efforts to minimise risk or loss to others due to their actions.
- **Respectful of data privacy and confidentiality requirements:** Ambassadors protect the confidentiality and integrity of any information shared with them in the course of their role with us.
- **Independent:** Ambassadors exercise professional judgement, and act within the scope of their professional knowledge and agreed role, as set by Afterschool Careers (for instance, during events or when using Afterschool Careers platforms or other channels).
- **Up-to-date:** Ambassadors maintain the currency of their knowledge of the Afterschool Careers Code of conduct and offerings as relevant to their role.
- **Transparent:** Ambassadors are forthright in their dealings with, and on behalf of Afterschool careers. They declare all relevant interests or potential conflict of interests before undertaking any activity on behalf of Afterschool Careers.

## Responsible use of social media platforms

When using social media, Afterschool Career Ambassadors are expected to maintain an ongoing commitment to:

- **Being mindful** of how they present themselves, engage with, or respond to others, and the impressions or perceptions their actions may create on social media.
- **Not make any statements or commitment** on behalf of, or personal views that may be mistaken as an endorsement by **Afterschool Careers**.
- **Protect themselves, and the Afterschool Career's brand:** Avoid saying anything that may have a negative impact on the public perception of Afterschool Careers, and the work that we do.
- **Discourage cyber-bullying:** Ambassadors will proactively and consciously avoid *any use of information and communications technology to support deliberate, judgmental, antagonistic and/or aggressive attempts to insult, upset, embarrass, or erode the dignity of another person, or groups of people.*