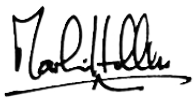
Wilts & Berks Canal Trust

Patron: Her Majesty the Queen

Restoring 70 miles of canal and towpath for the benefit of local communities, wildlife and leisure

Document Details	
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Document Review and Approval			
	Name and Position	Signature	Date
Prepared By	Johnnie Graham, Trustee		26 Oct 2025
Checked By	members of the Policy Working Group		26 Oct 2025
Approved By	Martin Holliss, Chair of Trustees		26 Oct 2025

Revision History			
Rev.	**Amendment**	**prepared by**	**Date**
0.1	initial draft	Sheila Wade	29 Dec 2017
0.2	amended	PC	30 Dec 2017
1.0	amended and signed off	Board of Trustees	10 Jan 2018
2.0	rewritten to retain only Policy elemants	Johnnie Graham	26 Oct 2025

	Wilts & Berks Canal Trust	POL PPL.02 rev 2.0
	WBCT Policy: **Code of Conduct**	26 Oct 2025

Background

This policy outlines the values and behaviours expected of all individuals involved with the Wilts & Berks Canal Trust (WBCT). It is intended to support our mission of restoring and preserving the canal network for community, environmental and recreational benefit.

Policy

This Code of Conduct ensures that all activities are carried out ethically, responsibly, and in line with our values. All WBCT volunteers, trustees, employees, contractors, consultants, and anyone acting on behalf of the Trust must follow the actions/behaviours laid out under the following six headings:

1 Integrity

- Act honestly, fairly, and with transparency.
- Avoid conflicts of interest and report any concerns promptly.
- Never misuse WBCT resources, funds or information.

2 Respect

Treat everyone with dignity and courtesy.

Foster an inclusive, non-discriminatory and supportive environment.

Do not engage in harassment, bullying, or offensive behaviour.

3 Accountability

- Carry out duties responsibly and safely.
- Stop irresponsible or unsafe actions by others as far as is reasonably possible.
- Report misconduct, unsafe behaviour or breaches of policy as per relevant procedures.
- Cooperate with any investigations or reviews.

4 Confidentiality

- Respect the confidentiality of personal and organisational information, including that of external organisations with whom we do, or have done, business.
- Do not share sensitive data without proper authority.

5 Use of Resources

- Use WBCT resources solely for their intended charitable purposes.
- Prevent and report misuse, theft or fraudulent activities.

6 Representation & Media

- Only authorised individuals may represent WBCT publicly.
- Use of social media must reflect the values and interests of the Trust.

This policy will be reviewed every three years.

Legal and Regulatory Framework

WBCT will comply with all relevant laws, including but not limited to safeguarding, equality, data protection, and health and safety regulations.

Roles and Responsibilities

The COO will be responsible for the communication, dissemination and implementation of this policy through the SLT and Branch Chairs.

All individuals must adhere to this policy and maintain standards. All breaches of this policy should be reported to a WBCT Trustee, Director or Branch Chair, who will record the details. The breach will be investigated by a trustee or director appointed by the Board of Trustees.

Trustees, Directors, the Senior Leadership Team and other leaders must lead by example, support compliance and take appropriate action where necessary.

Breaches of this policy by paid staff, volunteers, contractors or suppliers may result in removal from roles, cessation of volunteering, termination of engagement/contracts, or referral to external authorities for serious misconduct.