



## Code of Conduct

As a new **Elevate** participant you are asked to sign up to our “Code of Conduct”, which is a series of responsibilities that we expect all our participants to follow. The following Code of Conduct should be signed off by you and an Elevate staff member, before we can formally register you as a participant of Elevate. For the purpose of this form Elevate includes Elevate-Glasgow PSP, Elevate Partnership/Recovery Employability Service and Glasgow Council on Alcohol as the Lead Partner in both partnerships.

### Funding

Elevate is a public funded organisation with funding coming from various sources which include (but is not exhaustive): Scottish Government and NHSGG&C.

### Equal Opportunities

Elevate is an Equal Opportunities employer and, as such shall ensure that all individuals are afforded the same conditions as any employee under the Equality Act 2010. The act covers nine protected characteristics, which cannot be used as a reason to treat people unfairly. Every person has one or more of the protected characteristics, so the act protects everyone against unfair treatment.

### As a Elevate participant you are expected to:

- Provide honest information to Elevate staff.
- Show respect to all staff, other participants and visitors who use Elevate and its partners premises.
- Attend regular meetings with your allocated support worker and notify them if you cannot make any arranged appointments.
- Participate in any activities agreed between yourself and your support worker.
- Follow all necessary Health, Safety and Emergency procedures.
- Respect Elevate and its partners premises and take reasonable care when using any equipment.
- Provide evidence if you are asked to of proof of address, volunteering or securing a job.

### Elevate will not tolerate participants:

- Using foul, abusive or offensive language (for example swearing or remarks that are discriminatory).
- Making threats or unreasonable demands towards other participants or employees.
- Discriminating against any employee or other participant on the grounds of race, colour, age, religion or political beliefs, disability or illness, gender, marital status, sexual orientation, class, learning difficulty, appearance or employment status.



- Engaging in any form of harassment.
- Misusing IT equipment or accessing any materials that may be deemed inappropriate.
- Smoking in Elevate premises and its partners premises’.
- Who are, or appear to be, under the influence of alcohol or drugs during an appointment/training/placement etc. with Elevate and will be escorted from the premises immediately.

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## Data Protection

**Elevate** complies with the EU General Data Protection Regulation (GDPR) 2018. The personal information that we collect is used to identify the most suitable service available to you. Your information will be recorded in a personal file and on a company database and will be used to produce statistical reports.

Your data will be controlled by Glasgow Council on Alcohol, the lead agency of Elevate-Glasgow PSP, and will be held as per our funding guidelines. It may be shared with other organisations within the PSP and funders.

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You have the right to access your personal records by written request. For further information or to arrange to view information held about you, please read the **Privacy Policy** available on the website.

Please be aware that should you secure an education, employment or training opportunity whilst working with us we will:

- a) Share this information with our relevant partners **and**
- b) Request confirmation and/or evidence to confirm this from your education/training provider or employer up to a year after you start