



Shared Values and Guidelines

Intended for public use

Author(s)

David Johnson

Reviewed by

Lisa Murphy-Brown

Internal Stakeholder(s)

All employees and agents of Fruitful Success

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Abstract

This document outlines the Shared Values and Guidelines that must and will be adhered to by all staff and/or agents of Fruitful Success Ltd. This is a living document that will be reviewed periodically.



Reference(s)

Document/Url	Description
Code of Conduct	
Grievance Procedure	

Introduction

Fruitful Success Ltd is committed to the highest standards of care and ethical conduct, and expects its members to abide by the Code of Conduct and the laws of our country.

These shared values and guidelines apply to anyone with a role in the activities associated with Fruitful Success Ltd – such as employees, contractors, volunteers, instructors, teachers, and visiting teachers from other organisations.

The Shared Values and Guidelines inform, but do not override the Code of Conduct.

Refrain from harm

We recognise that all our actions, words, and thoughts have their corresponding consequences, and we strive to avoid harm of any kind. This means:

- We aim to provide an environment that is safe and supportive for everyone. Therefore, we avoid any action done with an intention to harm, or that could cause physical, emotional, or psychological harm.
- Our goal is an environment free of discrimination of any kind, whether based on race, age, ethnicity or national origin, religion, gender, gender identity, sexual orientation, or disability.
- We respect others' personal limits and boundaries and take care of ourselves, by communicating our own.
- Any instances of upsetting behaviour, intimidation, bullying or physical or psychological harassment need to be identified so that they can be stopped immediately.
- We take special care to safeguard those who are particularly vulnerable, including children and vulnerable adults. Safeguarding policies are maintained by Fruitful Success Ltd.



- We refrain from
 - Taking anything that is not freely given;
 - Taking advantage of anyone or cheating them financially;
 - Being careless with the resources of the organisation, or using them for personal gain. This includes using Fruitful Success Ltd materials or data without permission, and so violating copyright or breaching confidentiality.
- We take great care to conduct relationships with awareness and kindness. Sexual harassment of any kind, unwanted sexual advances, or improper behaviour will not be tolerated within our organisation.
- Mindful of the damage caused by lies, hurtful words, divisive communication, and thoughtless gossip, we make a point of speaking truthfully, with kindness, awareness and attention to the impact of our speech.
- Recognising that intoxication can jeopardise our ability to act with awareness and compassion, we refrain from becoming intoxicated by drugs or alcohol while involved in activities for Fruitful Success Ltd.
- We endeavour to reduce our harmful impact on the environment.

Working for the welfare of all

At the heart of everything that we do lies empathy. This we do by training the mind in love and compassion, by understanding our common humanity, putting ourselves in other people's place and minimising self-centredness.

- Always keep in mind this common purpose, in all our interactions, we relate to others with respect, friendliness and kindness. We make the effort to benefit others.
- We strive to create an atmosphere of trust and cooperation, where every individual feels valued, has a way to participate, and feels a sense of responsibility for each other's welfare.
- Whatever happens in life, whether happiness or misfortune, we seek to transform it into an opportunity for deepening compassion for both ourselves and others.
- We treat ourselves and others with dignity and respect. This means being patient, courteous and encouraging with others who make suggestions or express viewpoints other than our own.



Self improvement

We recognize our freedom to work skilfully with thoughts, emotions and perceptions through meditation and reflection, so as to clarify confusion and give rise to wisdom.

- We examine our motivations deeply, looking at the consequences of what we think, say and do;
- As often as we can, we examine our minds to undermine habits of clinging, hostility and indifference, and enhance qualities of self-discipline, generosity, study, decency, self-control and wisdom.

Conduct

For those representing at every level

In addition, whilst representing Fruitful Success Ltd, in any position, we must not only avoid acting unethically, but also avoid any suspicion or appearance of misconduct.

This means we will avoid:

- Soliciting sponsorship or accepting gifts and hospitality inappropriately;
- Acting in order to gain financial or other material benefits;
- Concealing any conflicts of interest, which we need to declare;
- Misrepresenting our position and taking advantage of others because of our role and any authority it entails. This includes, for example, never entering into an intimate relationship with a client during an event, course, one-to-one therapy, or any situation during which we are perceived to be in a position of authority or power. In other circumstances, any intimate relationships are expected to be based on mutual respect and openly acknowledged, meaning non-secretive.

For therapists and coaches

Therapists and coaches support Fruitful Success Ltd's vision and mission, and it is the task of Fruitful Success Ltd's therapists and coaches to be as knowledgeable as required, to be self-disciplined and to be kind and warm-hearted. We honour the trust placed in us, carrying out our responsibilities to the best of our abilities and with the aim of maintaining the highest ethical standards.



In so doing, we strive to practise generosity, discipline, patience, enthusiasm, self-reflection and wisdom, whilst at the same time pursuing qualities of selflessness, integrity, accountability, openness, honesty, trustworthiness and leadership.

We will:

- Disclose to the Fruitful Success Ltd management team any elements of our personal history or current life situation that may have a negative impact on our role as a therapist/coach;
- Handle our personal interactions with clients with confidentiality, and where appropriate and agreed with the client, communicate any decisions taken;
- Ensure that confidential material, for example material about individuals, is handled with care and sensitivity.

For board and management

We are committed to the highest standards of corporate governance, to adhere to the requirements of statutory regulators, and to maintain the highest standards of financial transparency.

Clarification or reporting of misconduct is done through our Grievance Procedure. The first step is to contact a member of the local team or a therapist or coach. More details are provided under the Grievance Procedure document.