

Working to CAPS Values

CAPS constitution says:

CAPS' purposes are to advance and promote human rights; facilitate community development and educate people in Scotland about mental health issues through the provision of:

Independent individual and collective advocacy to people who use or have used mental health services

Education and information sessions informed and led by people with experience of mental health issues

CAPS' core values mirror the Scottish Independent Advocacy Association's Principles and Standards:

- *putting people first*
- *being accessible*
- *being accountable*
- *being as free as possible from conflicts of interest*

These purposes and values are reflected in all CAPS policies and procedures. The purpose of this policy is to provide a summary of the way CAPS expects people to uphold these organisational values in their everyday work with us.

All people working with CAPS must uphold CAPS values and purposes and will:

Abide by the law

Not say or do anything which may damage CAPS reputation.

Always act in the best interests of the organisation.

Be open and honest about any possible conflict of interest which may arise and discuss this with line management.

'A conflict of interest is a situation in which a person has a private or personal interest which might appear to influence the decisions they make during the course of their work with CAPS.' For example: This could include other employment, personal relationships etc.

Respect others' privacy and ensure confidentiality is maintained

Use respectful language and listen respectfully to others

Include and respect others as equals (*eg regardless of ethnic origin, disability, background, gender, sexuality, religious beliefs*)

Respect everyone's point of view and beliefs even if these differ from your own personal beliefs and opinions.

Work together as part of a team to achieve shared goals.

Honour work commitments and where this is not possible inform a line manager as soon as reasonably possible. (If a line manager is not available it may be necessary to inform another staff member)

Be aware that CAPS work influences and affects others and be conscious of the impact your role and actions may have on others.

Report any work related concerns to a line manager.

Look out for any potential risks and do your best to minimise these to keep yourself and others safe.

Remember that CAPS is a charity and keep expenses to a minimum wherever possible.

Be aware of relevant CAPS Policies and Procedures and follow these.

Approved by CAPS Management Committee on 21 October 2016.