Esgobaeth Llandaf
Diocese of Llandaff
Mae Ffydd Yn Cyfrif | Faith Matters

Llandaff Diocesan Board of Finance (DBF) Code of Conduct

September 2026

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1. Introduction

The Diocese of Llandaff seeks to share God's love with all and to promote the Christian faith through the work of the Church in Wales. We expect everyone working or volunteering for the Diocese to carry out their duties in accordance with the values of the Church in Wales. This code of conduct lays out some key areas where extra clarity about what we expect in practice is useful, but this is not exhaustive.

This code sets out continuing basic behavioural norms at a policy level and is separate from our cultural and strategic values and aspirations, which are expressed elsewhere and may have varying emphases over time and in different contexts.

2. Behaviour

Everyone employed by or volunteering for Llandaff DBF should follow this behavioural code:

1.1. be an advocate for and ambassador of Llandaff Diocese and the Church in Wales at all times

1.2. always respect others, and respect difference including difference of opinion: agree and disagree well

1.3. honour other people's time: turn up to scheduled work, events and meetings on time and with a positive attitude

1.4. comply with all reasonable management instructions and cooperate positively with colleagues

1.5. behave with care and propriety and due consideration of the context in relation to smoking or vaping on Church in Wales premises or at our events

1.6. behave with care and propriety and due consideration of the context in relation to alcohol especially on Church in Wales premises or at our events

1.7. adhere to all Llandaff DBF's other policies and procedures

3. Tone, appearance and dress (guidance)

3.1. At Llandaff DBF we enjoy a relaxed but professional working environment. Our verbal tone is friendly and informal in most situations, and we expect everyone to work hard and have fun doing so. It's important to be able to recognise the times when the tone does need to be more serious, but our default setting is upbeat and positive.

3.2. Our work often brings us into contact with people from a wide range of demographic groups including age, tradition, culture and walks of life, and in a variety of circumstances where we will want to dress and present ourselves appropriately. In our office we'd expect neat clean clothing; we'd encourage everyone to dress in a way

that's context-appropriate for meetings and events, as fits the occasion. If in doubt, lean smart.

Staff and volunteers should consider the way they dress in any cultural contexts which are unfamiliar. We trust what is appropriate will usually be clear, but if there's any doubt about what to wear, or what presentational norms in a given context would be, please ask.

3.3. In written communications both between ourselves and with external parties, our tone is professional, appropriate and courteous. It's worth always bearing in mind that anything committed to writing in any electronic form could end up being seen by someone other than the intended recipient or could end up in the public domain. There's much more detailed guidance in our Social Media Policy and our Comms Strategy.

4. Relationships at work

4.1. Romantic relationships between colleagues

These guidelines are to be followed if an employee becomes romantically involved with a colleague. We don't want to place undue restrictions on employees dating each other, but we want to make sure that relationships won't cause awkwardness or problems in our workplace.

4.1.1.Before starting a relationship

Before deciding to date a colleague, you should consider any potential conflicts of interest that may arise.

4.1.2.Expressing an interest appropriately

While we don't object to employee relationships, our workplace is a professional setting. We expect our employees to treat each other with respect and avoid hindering other people's work. If you want to express romantic interest in a colleague, you should not do anything that may embarrass or expose them, and always respect their choices.

If a colleague is persistent in expressing a romantic interest and this is not wanted or not comfortable, the recipient should ask them to stop, and inform their manager. Any unwanted sexual advances, which could include seemingly harmless actions that nonetheless make the recipient feel uncomfortable, may be regarded as sexual harassment.

4.1.3.Conduct of relationship

If colleagues begin a relationship, they should ensure that they keep their personal issues and discussions out of the workplace, and that they can remain productive and focussed. If either party finds that their work is negatively affected by dating a colleague, they should discuss this with their line manager before it becomes an issue.

We expect employees to always behave appropriately for a work environment. This means colleagues in a relationship shouldn't behave in a way that hinders our operations or embarrasses or distracts their colleagues. Behaviour that would be unacceptable includes actions such as arguing in the workplace; kissing or touching excessively; inappropriately discussing the relationship with colleagues or simply being distracted from their work.

4.1.4.Ending a relationship

If the relationship ends, employees should maintain professionalism and ensure they don't disrupt our workplace.

4.2. Romantic relationships between managers and subordinates

This policy requirement applies in this specific circumstance, in addition to the guidelines above.

Relationships between managers and subordinates present more complex issues and risks including conflicts of interest.

4.2.1.Reporting

If employees are beginning a relationship where one party has a management function in relation to the other, the party who is the manager must report this immediately to a more senior manager. Failure to do so could result in disciplinary action.

4.2.2.Meeting

On reporting this, a meeting will be called with both parties to discuss

- the potential impact on their work and on other colleagues
- how to manage the potential conflict of interest and minimise any risk of accusations of favouritism, including ensuring any decisions about the employee are made by other managers
- whether any particular additional measures should be implemented

5. Confidentiality

All information gained during an individual's employment or voluntary service is considered confidential, for the duration of the employment and post-employment. Employees or volunteers are expected to keep this information confidential, unless required by law not to do so.

END OF POLICY

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