



LUTHER KING HOUSE EDUCATIONAL TRUST POLICY AND PROCEDURES: ETHICAL PRACTICE

LKHET is a community of staff, students, and visitors who are using the services and facilities.

LKHET will comply with all relevant legislative requirements.

LKHET aims to establish itself as a model of sound ethical practice willing to share with others the benefits of such an approach.

Principles

The basis of ethical practice at LKHET is the belief that:

- Every person has equal value in the sight of God.
- We must be good stewards of the resources entrusted to us.
- Jesus empowered those denied equality by the structures of the day.
- Christians are called to live in the power of the Spirit for a new community, shaped by Jesus' example.
- All those associated with the community of LKHET should be accorded equal respect and receive a fair return for their work or involvement.
- All dealings at LKHET should show a proper concern for peace, justice and the sustainability of creation.

Trading

LKHET aims to:

- Trade with suppliers who also set high ethical standards in their business and not with those known to be connected with or unconcerned with unjust trading practices.
- Welcome suppliers whose ethics are comparable with its own and work in partnership with them to improve collective performance.
- Wherever possible, use a range of 'fairly traded' products as certified by the Fair Trade Foundation.
- Wherever possible, trade with local suppliers.
- Wherever possible, use recycled products.

Provision of Educational Services

LKHET is committed to providing educational services in a fair and honest way:

- Existing students are encouraged to participate in the management of courses.
- Feedback on teaching is encouraged and evaluated as part of the quality process.

- An internal complaints mechanism exists and where appropriate complaints may be referred to external arbitration.
- Applicants to LKH Open College will receive advice best suited to student need, even if at times this is a recommendation to study at another institution.

Environmental

LKHET aims to:

- Refrain from purchasing environmentally damaging materials, or those where their production is known to harm the environment.
- Conserve nature by the use of raw materials and energy which are most easy to regenerate.
- Re-use materials, recycle waste and use items from recycled materials.
- Use those products, materials and services which cause least damage to the environment and to people.
- Dispose of goods no longer required in a manner that minimises damage to the environment.
- Minimise the production of waste in all operations and use biodegradable products where affordable.
- Conserve energy and limit waste wherever possible.
- Acquire energy from the most environmentally friendly and socially responsible sources that are available and affordable.
- Incorporate energy saving and producing devices in any new building work.

Employment

LKHET views its staff as a valuable resource and seeks to act at all times as an employer of integrity with the highest professional standards. It will therefore abide by all relevant legislation and carry out statutory obligations with diligence and responsibility. It will:

- Act as a caring and responsible employer, encouraging the development of staff and treating them with respect and dignity.
- Remunerate them through terms and conditions that recognise their value and are in line with or exceed local and national market remuneration practices.
- Follow a strict practice and standard process of equal opportunities where all are treated equally in terms of recruitment, appointment, employment and development.
- Seek to empower all staff to be able to take ownership of the issues that confront them in their everyday work and support them to develop their skills and abilities to the fullest possible extent.

Relationships within the LKHET Community

LKHET is committed to developing good relationships within its community. In order to do this, it will:

- Treat every member of the community as of equal worth.
- Work to ensure that the community is aware of the equal opportunities policy.
- Promote the use of both language and images which are positive and avoid stereotypes.
- Support the community members in challenging offensive comments, aggressive behaviours and other failures to abide by the equal opportunities policy.

Document title:	Ethical Practice
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