Working at the BBC

OUR CODE OF CONDUCT AND HOW WE WORK TOGETHER
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Need some help?
FOREWORD BY EXECUTIVE COMMITTEE

WHAT OUR CODE IS FOR

Welcome. You’re part of an organisation that touches so many lives across the UK and the world. We’re funded by the public and seek to inform, educate, entertain and inspire everybody with our ideas, our content and services.

We believe in fairness, impartiality, leadership and opportunity. It’s up to everyone of us to live by those values and create an environment in which ideas and talent can flourish. It’s up to all of us to shape public service broadcasting for the next generation and enhance our reputation.

This Code will help us achieve that. It applies to all of us – no matter how long we’ve been here, what role we’re in, and wherever we are in the world.

There’s new information in here. As leaders, we’re making commitments to our teams, and there are new commitments for everyone. We’ve brought all the existing materials up-to-date for you too.

Above all, what we hope you’ll take from this, is the confidence to ask if you’re not sure about something, and to speak up if you know something’s wrong.

When you do, we’ll listen; we’ll talk openly and we’ll act.

Your Executive Committee
OUR EXPECTATIONS

Working for the BBC we agree to:

- Read and remember this Code
- Act in a way that's safe and ethical
- Follow any laws and regulations that apply to us, as well as any BBC requirements, values and behaviours
- Ask questions and speak up if we think someone’s breaking a law or a regulation
- Help as much as we can with any investigations or audits.

If we’re a team leader, we’re also expected to:

- Be a role model
- Create an atmosphere where everyone feels welcome and respected
- Encourage people to speak up and ask questions
- Listen, take them seriously and act if someone tells us they’re worried about something
- Help teams understand what the BBC and the law expects from them everyday
- Hold everyone to the same standards and treat them the same way, every time.
Our mission is to act in the public interest, serving all audiences through the provision of impartial, high-quality and distinctive output and services which inform, educate and entertain.
OUR VALUES

We don’t just focus on what we do – we also care how we do it. So we have six values that everyone across the BBC shares. They’re what we expect from ourselves and each other. These values aren’t just words. We use them to guide our day-to-day decisions and the way we behave when we’re working with other people.

**Trust is the foundation of the BBC. We’re independent, impartial and honest**

We’re honest and fair with the courage to say and do the right thing. We deliver on what we say and take responsibility for our actions.

**We put audiences at the heart of everything we do**

We think of our audiences first and adapt to serve their changing needs.

**We respect each other and celebrate our diversity**

We treat each other fairly, and value and respect the contributions of others. We’re open to views that might be different to ours, and voice our own openly and politely. Once a decision’s made we respect it and do everything we can to make it successful.

**We take pride in delivering quality and value for money**

We push ourselves to be our best and work to the highest standards, so we can be proud of everything we do. We find simpler ways of doing things and spend licence fee payer’s money carefully, as if it were our own.

**Creativity is the lifeblood of our organisation**

We’re innovative and not afraid to try different things and break new ground. We challenge ourselves to try out new experiences and to keep developing.

**We’re one BBC. Great things happen when we work together**

We get fully involved and work together as one team, openly sharing our ideas and seeking out and listening to others. As ambassadors for the BBC, we represent and celebrate the great things we all do.
STATEMENT OF INTENT

Diversity and Inclusion are key to all our aims, from reflecting the whole of the UK and reinventing ourselves for a new generation, to being the most creative organisation in the world.

We need the very best people with different views, thoughts and experience, regardless of age, disability, gender, neurodiversity, physical ability, religion, race or ethnicity, sexual orientation or socio-economic background.

We need the BBC to be a trusted and safe place where we can all be ourselves and feel valued and listened to, with opportunities to grow and develop. A place where anyone can thrive, because the BBC is for everyone.
## LEADERSHIP COMMITMENTS

Our leaders at the BBC are always held to a higher standard.

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<th>Clear about our purpose</th>
<th>Develop ourselves and others</th>
<th>Nurture creativity</th>
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<tr>
<td>Create a compelling purpose to inspire and motivate people</td>
<td>Develop high performing teams; stretch high achievers and set clear objectives for all</td>
<td>Contribute bold, new ideas and take smart risks</td>
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<td>Communicate frequently and personally</td>
<td>Own our own development</td>
<td>Welcome ideas from everyone in the team</td>
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<td>Set ambitious and realistic deadlines; make clearly understood requests and take timely decisions.</td>
<td>Celebrate achievement; create an environment where everyone can flourish.</td>
<td>Embrace change and know when to alter direction if things aren’t working.</td>
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<th>Deliver great results</th>
<th>Be inclusive</th>
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<tr>
<td>Deliver and support world-class content and services for our audiences</td>
<td>Treat everyone with openness and respect, help everyone succeed</td>
<td>Build positive relationships and partnerships inside and outside the BBC</td>
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<tr>
<td>Deliver at pace; find simple solutions to problems</td>
<td>Actively include everyone from all backgrounds and perspectives</td>
<td>Always act in the best interests of the public we serve; do what we promise</td>
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<td>Pursue operational excellence and value for money at all times.</td>
<td>Build teams which truly represent the audiences we serve.</td>
<td>Have difficult conversations, give fair feedback and listen with respect; resolve conflict and challenge anyone letting down the team.</td>
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EVERYONE’S COMMITMENTS

Our commitments support our values in our daily lives at the BBC.

Clear about our purpose
- Let people know what’s happening and why
- Understand how we contribute to our success
- Act to support our targets and goals.

Develop ourselves and others
- Take every opportunity to develop our talents
- Go beyond our comfort zone and build new skills
- Share our knowledge with colleagues.

Nurture creativity
- Contribute our own ideas
- Help create an environment where ideas are welcome
- Take smart risks and embrace change.

Produce great results
- Focus on success, rather than process
- Be efficient
- Propose simple solutions to problems.

Be inclusive
- Be open and actively include others
- Treat everyone with respect
- Give and ask for fair, constructive feedback.

Take responsibility and collaborate
- Build partnerships in the BBC and externally
- Be generous and help others be successful
- Collaborate and help our leaders to build effective teams.
WE RESPECT EACH OTHER

We want the BBC to be a place where everyone feels safe, valued and heard. So we respect people and their rights. That’s the people around us, the people we work with and the people we speak for, wherever they are in the world.

It makes the BBC a place where everyone can speak freely. Where everyone has the same chances to grow and develop. It’s also a place that produces high quality, original and creative content, with top-notch editorial values, in the most ethical way.
1.1 Speaking up

Just doing the right thing ourselves isn’t always enough. We all have a duty to speak up if we see someone else doing wrong. We must take other people seriously if they raise the alarm.

It can be difficult, especially if we’re the only one willing to speak up, or if there are powerful people involved. That’s why there are many ways for us to speak up and lots of support when we do. Because it only takes one of us to break the silence.

WHAT WE EXPECT FROM EACH OTHER

• If we see or experience something that makes us uncomfortable, we’ll tell our team leader straight away
• If we can’t tell our team leader, there are lots of ways to raise concerns, all of which can be found on the Raising Concerns pages on Gateway
• If someone comes to us with something they’re worried about, we’ll take them seriously. We won’t try to talk them out of taking it further, or punish them in any way
• We’ll do whatever we can to help investigate and get to the truth.

WHAT WE CAN EXPECT FROM THE BBC

• What we say or report will be taken seriously and investigated, and our details will be kept private
• We’ll never get into trouble for speaking up
• Disciplinary action will be taken against anyone who threatens, intimidates or bullies others for speaking up
• Remember, any form of bullying and harassment will not be tolerated at the BBC.
1.2 Working with children

We’re all responsible for keeping the children we work with safe.

We have a child protection policy and a working with children code of conduct which set out clear guidelines. We have child protection advisors across the BBC to make sure we’re putting the guidelines into practice every day.

WHAT WE EXPECT FROM EACH OTHER

• Put the safety and wellbeing of children above everything else
• Read and follow our child protection policy, working with children code of conduct and social media and online safety guidelines
• Find out who our local child protection advisor is. If we’re worried about something involving a child, tell an advisor right away
• Speak and behave appropriately and professionally around children
• Don’t have any physical contact with a child unless it’s essential to what we’re working on.

WHAT WE CAN EXPECT FROM THE BBC

• We’ll have a clear policy and guidelines on working with children. Anyone across the BBC will be able to get hold of these, anytime they need to
• We’ll always have someone available to make sure we’re keeping children safe and following our own guidelines. So we’ll have child protection advisors working across the BBC
• Any concerns we have will be taken seriously, and we’ll never get in trouble for speaking up.
1.3 Treating everyone equally

We have a duty to reflect the whole of society. The richer our mix of people, the richer our content. That’s one of the reasons why we value difference and diversity so much. It’s also why we make sure everyone has the same chance to succeed.

WHAT WE EXPECT FROM EACH OTHER
- Treat everyone fairly, equally and with respect
- Respect other people’s cultures and beliefs
- Understand what is and isn’t appropriate, to make sure we don’t discriminate against anyone (even accidentally)
- Don’t do anything that could be offensive, intimidating, malicious or insulting to anyone else. Never humiliate or hurt people, or spread gossip about them
- Report bullying, harassment or violence if we think we’ve seen it. If someone tells us they’re suffering, we’ll help investigate and get to the truth
- Read and follow our policies, as well as any laws and regulations that apply to us.

WHAT WE CAN EXPECT FROM THE BBC
- We’ll do everything we can to make sure all our people treat each other with respect
- Whenever we’re hiring or promoting, we’ll be treated equally and fairly. So decisions will only ever be based on talent, merits and how well someone suits the job – never on who they know or where they’re from
- We’ll be given training to help us grow and develop. We’ll have open conversations about how we’re doing
- Bullying, discrimination, harassment or violence of any kind, whether it’s by or against someone at the BBC, won’t be allowed. That includes offensive messages, derogatory remarks and inappropriate comments. Disciplinary action will be taken against anyone who crosses the line, including dismissal for gross misconduct, if it’s serious
- Everyone is encouraged to have a healthy work-life balance. So we might be able to work flexible hours or change our workspace (as long as we can do that).
1.4 Keeping everyone safe

It’s everybody’s responsibility to keep our people, systems, data and buildings safe and secure – it doesn’t matter who we are or what we do at the BBC.

WHAT WE EXPECT FROM EACH OTHER

- Know what our safety and security policies and procedures are, and follow them every day
- If we’re planning any kind of activity, do a proper risk assessment first. If we find something that could be a hazard, fix it if we can. If we can’t, put safety controls in place to stop anything going wrong
- If we’re planning a high-risk activity, get someone from the high-risk team involved (as well as doing a risk assessment ourselves). Be open and upfront about it too, and be prepared to find creative ways to do it safely
- Know what the safety, security and emergency procedures are wherever we’re working, and wear our ID whenever we’re there
- Report anything suspicious to our security team right away.

WHAT WE CAN EXPECT FROM THE BBC

- There’ll be clear, sensible guidelines and tools to help us do our job safely
- If we’re someone who plans or runs things at work, we’ll be given the information and advice needed to do it safely
- Health and safety laws and regulations will be followed in a sensible and practical way
- New ways to deal with issues or threats will be put in place, as and when they happen
- Up-to-date threat and risk assessments for all our buildings, all over the world, will be kept. There’ll also be investment in physical security as needed (like controlling who comes in and out of our buildings, for example)
- We’ll be told if any of our security procedures are changed.
1.5 Saying the right thing

As a public service broadcaster we must hold ourselves to the highest editorial standards. Our reputation depends on it and our Charter and agreement demand it.

When the BBC speaks, the world listens. So it's vital that our journalism is as true, accurate and impartial as we can make it. That means it's based on credible evidence from credible sources.

WHAT WE EXPECT FROM EACH OTHER
- Weigh up our right to free speech against our responsibility to respect people’s privacy, be fair and avoid causing unjustifiable offence.
- Do our best to make sure everything we do lives up to our editorial values, whether that’s for radio, television, online, mobile, digital or print. (Our editorial values are on the next page).

WHAT WE CAN EXPECT FROM THE BBC
- There’ll be clear editorial values that line up with our Charter and agreement. The BBC will make sure they’re kept up-to-date.
- The BBC will make sure we know what those editorial values are and if they change. We’ll also be given ways to speak up if we think the BBC is not living up to them.
- Our Editorial Guidelines can be found here.
These help us make sure everything we broadcast or produce is the best it can be.

i. Trust
Trust is the foundation of the BBC: we’re independent and honest. We’re committed to accuracy and impartiality. We work hard to never intentionally mislead our audiences.

ii. Truth and accuracy
We get to the truth of what’s happened and make sure everything we produce is accurate. It’s not just about getting facts right – where we need to, we look at the detail to get to the truth. Depending on what it is, we make sure everything we produce is:

- Well sourced
- Based on sound evidence
- Thoroughly tested
- Presented in clear and precise language.

We’re open and honest about what we don’t know and we don’t speculate.

iii. Impartiality
Being impartial is crucial to us. So we’re never biased. We reflect diverse opinions across everything we produce, over the right amount of time – we never intentionally fail to reflect or represent important points of view. We’re fair and open-minded when we’re looking at evidence and facts.

iv. Editorial integrity and independence
We aren’t influenced by outside interests or arrangements that could undermine our integrity. Our audiences can be confident that our decisions aren’t affected by outside or personal interests, or political or commercial pressures.

v. Harm and offence
We want to reflect the world as it is. That means we show all parts of it, both human and natural. But we also balance this right to broadcast innovative and challenging content with our responsibility to protect vulnerable people and avoid offending anyone. So we know the standards that are expected of us. The same goes for our audiences’ expectations of our content, particularly when it comes to protecting children.

vi. Serving the public interest
We want to report significant stories. But before we do that we establish the truth, so we’re well informed when we explain it. Our expertise brings authority and analysis to the world we live in. We ask questions of those who hold public office and others who are accountable, and give them a forum for public debate.
vii. Fairness
We base everything we produce on fairness, openness, honesty and straight dealing. We treat contributors and audiences with respect.

viii. Privacy
We respect privacy and don’t infringe it without good reason. We don’t bring private behaviour, information, correspondence or conversation into the public domain, unless there’s a public interest which is more important than keeping it private.

ix. Children
We always protect the children and young people involved in our content. We give them the right to speak out and take part while protecting their dignity, and physical and emotional welfare. We schedule our more grown-up content at times when children won’t see it.

x. Transparency
We’re clear about what our online content is and where it’s from. If it’s appropriate, we say who created it and label it to help people decide if it’s suitable for them and their children.

xi. Accountability
We’re accountable to our audiences and we deal with them fairly and openly. For the relationship to work, they have to trust us. So we own up to our mistakes and do our best to learn from them.
It takes a lot of information and equipment to do what we do. So we all need to help make sure nobody can steal it, tamper with it or stop us getting to it.

It’s also up to all of us to make sure nothing we do is influenced by corruption, bribery or outside interests. Not just within the BBC – this also applies to people we buy from or work with.
2.1 Protecting our information

Hackers are always trying to attack, break into, or take over our systems. That's why we have an information security team. They work around the clock and are always on call, any time we need help.

But, it's also our responsibility to keep information safe, wherever we work. That's because those seemingly minor things we all do every day can make the difference – from protecting our passwords, to not reading or talking about confidential things if someone might see or overhear.

WHAT WE EXPECT FROM EACH OTHER

- Read, know and follow our acceptable use policy. It tells us what we should or shouldn't do when we're using computers, email, the internet, phones and more
- We'll choose long passwords and change them immediately if we think they have been compromised
- We'll stop and think before opening an attachment or clicking on a link in an email, reporting anything suspicious to: infosec@bbc.co.uk
- Be careful with phones, tablets or any other kit we use to access our information or systems. If they're stolen or go missing, report it right away
- Don't use our personal email for work
- Don't download, install or run any software on our equipment without getting it approved first
- Don't sign up for online cloud storage without talking to BBC Legal first.

WHAT WE CAN EXPECT FROM THE BBC

- There'll be clear policies, which everyone can access, spelling out what we should and shouldn't do to keep our information and systems safe
- We'll receive whatever training we need, such as Data Protection and Cyber Security, to put our policies into practice in real life
- Our systems will be protected and maintained to make sure we can keep working without interruption.
2.2 Bribery and corruption

We can’t allow anything we make or do, or anyone we work with, to have even the slightest hint of bribery or corruption. So it’s up to all of us to speak up if we see something wrong – whether that’s in our own organisation or ones we work with or buy from.

WHAT WE EXPECT FROM EACH OTHER

• Read and follow our policy on bribery and corruption
• Don’t do anything that looks or feels like bribery or corruption – even if technically it isn’t
• Take our online anti-bribery and fraud awareness training and put them into practice every day
• Ask our risk advisory team for help and advice if we have any doubts or worries
• Don’t turn a blind eye to anything suspicious. Raise the red flag right away by telling our team leader or legal and business affairs representative. We can also call our confidential whistleblowing hotline on 0800 374 199.

WHAT WE CAN EXPECT FROM THE BBC

• Everyone who works for, or with us, will know we have zero tolerance for bribery and corruption
• Proper checks before starting any relationships with people outside the BBC (even if we’re not paying them) will be carried out
• The BBC will keep checking to make sure our non-BBC partners live up to our own standards. If they don’t, we’ll stop working with them.
2.3 Serving the public interest

We're here to serve the public, not ourselves. That means while we're at work we can't do anything that benefits us personally, like promoting a business we're connected to, or pushing our own political beliefs.

WHAT WE EXPECT FROM EACH OTHER

- Don’t let our outside interests cloud our judgement at work, or any conflicts of interest affect how we do our job. If we think it might be happening, tell our team leader right away and fill out a declaration of personal interests form.
- Check for potential conflicts of interest at least once a year, and whenever our circumstances change or if we start a new role. We’ll keep looking out for conflicts – whether or not they’ve actually happened yet.
- Don’t do anything that could damage our reputation for being independent and impartial.
- If we’re involved in making any kind of BBC content, read and follow our editorial policy – conflict of interest guidelines.

WHAT WE CAN EXPECT FROM THE BBC

- We’ll have a clear policy on personal interests that tells us exactly what is and isn’t acceptable, and what to do if we think there might be an issue. The BBC will make sure everyone can see it.
- We’ll be given the training we need to understand the policies and put them into practice in our day-to-day work.
2.4 Protecting what’s ours

We’re all responsible for making sure our audiences get the most from the things we buy or invest in – whether that’s physical equipment like cameras and microphones, or intellectual property like research and ideas. So we have to do everything we can to make sure they don’t get stolen or go missing. We should also make sure we don’t waste money or abuse our expenses.

WHAT WE EXPECT FROM EACH OTHER

- Be careful with anything that belongs to us, and do our best to make sure it isn’t damaged, misused, lost or stolen. If that does happen, report it right away
- If our job involves spending the BBC’s money, do it thoughtfully so our audience gets the best value for money
- Do what’s best for the BBC, not our own personal interests
- Don’t sell anything that belongs to the BBC for our own gain
- Keep proper records of any BBC assets we use in our job
- Protect our intellectual property, and don’t steal or copy other people’s work or ideas.

WHAT WE CAN EXPECT FROM THE BBC

- We’ll have all the resources and equipment we need to do our job
- We’ll have a clear, simple process so we can report anything that’s lost or stolen, or if we suspect fraud
- Anyone misusing or abusing anything that belongs to the BBC won’t be tolerated. That includes expenses.
WORKING WITH OTHERS

As a public broadcaster, we have to lead by example. Everything we do has to live up to the highest standards – from how we buy or sell things and who we buy them from, to our impact on the environment or the things we say on social media.
3.1 Being social

More and more of us get our news and entertainment from social media. As a public broadcaster, we need to be joining those conversations so people can find out what we have to offer. But we also have to be careful that what we say and share lives up to our expectations and editorial values.

WHAT WE EXPECT FROM EACH OTHER

*If we’re responsible for, or contribute to, a BBC account*

- Don’t say or share anything that could damage our reputation
- Think carefully before liking, sharing or retweeting anything that makes it look like the BBC’s expressing an opinion (especially if it’s about politics or religion)
- Before starting any new social media projects, talk to the relevant interactive editor or senior editorial figure, and head of marketing
- Remember that lots of users on social media are young. Only post or share things that are suitable for everyone
- Make sure adverts on BBC-branded pages are appropriate (even if those pages don’t belong to us)
- Don’t step in and ‘police’ non-BBC sites unless we have to (i.e. it’s so offensive we have to speak out against it).

*If we have our own personal social media pages*

- When we’re on social media we can say we work for the BBC, and we can talk about us and our work. But make it clear that our views are our own, and nothing to do with the BBC
- Remember that even when using our own social media accounts, we’re on show to anyone who sees what we write as a representative of the BBC
- Don’t reveal confidential or commercial information about the BBC
- Be careful what we retweet or like on Twitter.

WHAT WE CAN EXPECT FROM THE BBC

- We’ll have a clear policy on social media, which explains what is and isn’t acceptable. The BBC will make sure everyone here can see it
- We’ll be given the training we need to put our policies into practice in our day-to-day work.
3.2 Spending wisely

We make sure everything we spend our licence payers’ money on fits our values and strategy. We’ll get the best possible value for money. We expect our suppliers (and their suppliers) to have the same environmental and ethical standards we do.

WHAT WE EXPECT FROM EACH OTHER

- Read and stick to our policies on expenses and buying and selling ethically, and do any training we’re asked to do
- Only claim expenses for things we genuinely need to do our job
- Remember we’re spending licence fee money, and treat it with the same care we would our own
- Make sure we’ve checked anyone we buy from, and that their work lives up to our standards.

WHAT WE CAN EXPECT FROM THE BBC

- We’ll have clear guidelines and policies on expenses that explain what we can or can’t claim for, which everyone at the BBC can read. The BBC will make sure those policies and guidelines never leave us out of pocket for anything we do as part of our job
- We’ll be given the training we need to get the best value for money in all our commercial dealings and negotiations.
3.3 Playing fair

We’re a public broadcaster, so we receive public money. But we also have a commercial side, competing with private companies all over the world. So we have to make sure we never use our position as a public broadcaster to give us an unfair advantage in the market. As always, we have to be open and fair in how we decide who to buy from, sell to, or work with.

WHAT WE EXPECT FROM EACH OTHER

- If we work for the public side of the BBC, get advice (and approval, if need be) from our fair trading or competition law teams before launching or changing any new services. That’s especially important if they’re commercial, aren’t like anything we’ve done before, or could be controversial.
- If we work for the commercial side of the BBC (Global News Ltd, StudioWorks and BBC Studios), get advice (and approval, if need be) from our regulatory team, or our fair trading or competition law teams, before launching or changing any major new products, projects or services.

WHAT WE CAN EXPECT FROM THE BBC

- We’ll be given the training we need to get the best value for money in all commercial deals and negotiations.
- We’ll have clear policies explaining what is and isn’t acceptable, and they’ll be made available for everyone across the BBC to see.
- We’ll be given advice from experts if we need it.
3.4 Being greener

We want to be the most sustainable broadcaster in the world.

WHAT WE EXPECT FROM EACH OTHER

- Help save energy by switching off lights and other electrical equipment when no one’s using them
- Help shrink our carbon footprint by using approved teleconferencing tools (like Skype for Business) to cut down on journeys
- Keep trying to find ways to use and throw away less, and recycle more, and encourage the people around us to do the same.

WHAT WE CAN EXPECT FROM THE BBC

- The BBC will lead the way by holding ourselves to the highest sustainability standards
- All our buildings and technology will be run as efficiently as they can, to use and waste less, and send less to landfill. We’ll also have places where we can recycle
- The BBC will buy renewable electricity
- The BBC will run environmental training for everyone who works here. Specialist advice will also be given to anyone who needs it – from individuals and teams, to whole departments and divisions
- The BBC will work with other broadcasters to share advice and best practice.
3.5 Buying and selling ethically

As a public broadcaster, anything we buy or sell needs to fit with our values. Likewise the way we buy or sell it, and the people we buy from.

**WHAT WE EXPECT FROM EACH OTHER**

- Read our procurement policies and ethical sourcing policy, and follow them in our day-to-day work
- If we buy products or services for the BBC, make sure we’ve checked that the supplier lives up to our standards
- If we’re not sure whether something’s ethical or not, talk to our team leader about it or ask someone who knows.

**WHAT WE CAN EXPECT FROM THE BBC**

- We’ll have clear policies on ethical buying and selling that explain what is and isn’t allowed – and the BBC will make sure everyone can see them
- We’ll be given the training we need to put our policies into practice.
Need some help?

If you have any questions about this Code of Conduct please talk to your team leader. You might also find these links useful (you’ll need to be on the BBC network to see most of them):

- Other UK BBC policy documents
- If you work for BBC Studios, you’ll find those policy documents here
- Information about raising concerns at the BBC
- Details on working with children
- Information on the BBC values
- Our editorial guidelines
- Safety and security at the BBC
- Albert sustainable production (this is an external link) – a project that’s helping the UK production and broadcast industry become environmentally sustainable
- Visit the BBC Academy for more information on training.

Staying up-to-date

This document might change – you can find the most up-to-date version here.