

## HEBDEN BRIDGE COMMUNITY ASSOCIATION

### CODE OF CONDUCT

#### **Introduction**

Hebden Bridge Community Association expects the Trustees, Staff, Volunteers and other representatives of Hebden Bridge Town Hall to adhere to a code of conduct. This code arises from our stated desire to serve all sectors of the community with equal respect, and our wish to provide a positive community environment.

It is also expected that users of Hebden Bridge Town Hall will behave respectfully of others and adhere to our code of conduct, maintaining a certain standard of behaviour in and around the building.

This code of conduct outlines what Trustees Staff and Volunteers commit too, what we expect from tenants and visitors, and what is unacceptable.

#### **Trustees, Staff and Volunteers commit to:**

##### **Upholding our values**

All members of HBCA - including trustees staff and volunteers are responsible for guiding the projects and activities within the Town Hall, in line with our Memorandum & Articles of Association. We promise to abide by the fundamental values and policies that underpin all the activity of this organisation.

##### **Within the Town Hall**

The Town Hall is a public space and community building. All activities carried out within the space will be supported by an appointed duty manager. The duty manager is responsible for maintaining the health and safety of all users of the building. All other volunteers agree to act in accordance with their instruction.

##### **Acting accountably**

When acting, within, for or on behalf of HBCA, all members agree to act accountably, transparently and with integrity and honesty. Members agree to put this shared responsibility before any personal interests, and before the interests of other group(s) they may represent.

##### **Positive representation**

When dealing with the wider community, all members will promote good relations, and present a positive image of HBCA, encouraging others to become involved, including the voluntary sector and other agencies, the business community, and the general public.

**The code – What we commit to and expect of tenants and other visitors:**

- Be courteous and helpful to all regardless of age, gender, ethnicity, sexual orientation, disability, social class, religious or political belief unless this in itself contravenes such values.
- Be respectful in our language and behaviour to others.
- Refrain from any form of banter, joking or flirtatious behaviour, however innocently meant, which could possibly cause offence.
- Refrain from the consumption of alcohol during working hours.

**What we will not accept in our building:**

Racism, Sexism, Homophobia

Bullying

Disrespect towards staff, volunteers or other visitors

Intimidation

Obscene language

Rudeness

Sexual harassment

Theft

Violence and abuse – physical and mental

**Any member or visitor who displays any of the above behaviour may face disciplinary action, be ejected or banned from the building on either a temporary or permanent basis.**