

CODE OF CONDUCT

for Cragg Vale Community Ltd Directors, Members and Volunteers

1) All members, including Committee Members of Cragg Vale Community Ltd should:

a. Behave respectfully to each other at all times

This means listening and paying attention to what others have to say and raising any queries you may have when the person has finished speaking.

b. Be polite to each other

In order for meetings to run to time and cover necessary business, it is important to work together, stay focused and respect each other. Unwelcome personal comments, shouting, inappropriate language, interruptions, distractions and talking over each other are examples of disrespectful behaviour which will not be accepted.

c. Respect the opinions of others

Everyone must be open minded and aware that not all think the same. Respect must be shown to anyone whose opinion is different.

d. Deal sensitively with personal and confidential information

People may want to tell you things in confidence, but they need to be made aware that, depending on the nature of what is discussed, you may have to share this information with others, including any relevant statutory bodies. As a CVCL Committee Member you may receive confidential information about what is happening in the community. It is important that confidential information is not discussed with anyone outside of the organisation unless there is a safeguarding issue involved in which case the CVCL Safeguarding Procedure must be followed.

e. Raise issues of concern with the CVCL Committee and/or the Safeguarding Lead at the earliest opportunity

If CVCL does not know about an issue, then it won't be dealt with! On the other hand, if you feel that an issue has been raised but you have not had a response, then please refer to the relevant CVCL complaint or safeguarding procedure.

2: All CVCA Committee Members should:

- Read and think about paperwork in advance of meetings.
- Arrive on time for meetings or send apologies
- Regularly attend any groups of whom you are a CVCL representative: you will be expected to provide regular reports to ensure the Committee are kept up to date with the progress of the group's work, and are consulted on any issues that may arise.
- Respond promptly to requests for information
- Undertake appropriate training
- Abide by CVCL's Equality and Diversity principles and policy

Adopted: 2024

Reviewed: Due to be reviewed 2025