

THE PSV CIRCLE CODE OF CONDUCT FOR MEMBERS

Purpose

To provide guidance to members on acceptable and unacceptable behaviour with regard to respect for other members and other people.

Scope

This code of conduct shall apply to members of the PSV Circle. Members are expected to conduct themselves in a friendly, collaborative, decent, honest and truthful manner

- In their communications and dealings with other members
- In their communications and dealings with non-members in connection with their PSV Circle activities (including as officers and volunteers)
- In their activities outside of the PSV Circle to the extent that their actions might bring the PSV Circle into disrepute.

Key points

- PSV Circle members should behave honestly; observe and follow the objectives of the PSV Circle; discharge all jobs they volunteer for properly; follow all procedures (written or established by custom and practice) and follow all timetables for completion of work
- The PSV Circle promotes freedom of expression and open communication
- Members should foster a well-organised, respectful and collaborative environment
- Members should treat other members, and other people with whom they have contact in connection with the PSV Circle, with respect. They must avoid behaviours which could be classed as bullying, intimidating, threatening or discriminatory
- The Directors should have powers to address unacceptable behaviour and to take such action as to discourage such behaviour and to terminate membership for serious and/or repeated breaches of the code of conduct.

Unacceptable behaviour

The PSV Circle will not tolerate:

- Bullying, intimidation, trolling, threatening behaviour, the sending of malicious communications etc, including on social media or a PSV Circle administered group
- Anything that brings the PSV Circle into disrepute or brings it bad publicity
- Discrimination against an individual based on their age, sex, ethnicity, physical ability and/or appearance, religious or other belief system affiliation, sexual orientation and/or identity, etc
- Volunteers repeatedly ignoring communications from others
- Volunteers repeatedly not doing their jobs properly.

Responsibilities of the Directors

It is the responsibility of the Directors to uphold the Code of Conduct and comply with all appropriate legislation.

Breaches of the Code

- A member who believes that a breach of the code has taken place, whether as a victim or as an observer, should aim to see that the matter is resolved informally and that conduct will be maintained at the desired level
- If this is unsuccessful, he/she should report it in writing to the Secretary or any other Director along with supporting evidence within one month of the alleged breach
- In the event of an alleged breach the Chairman or Secretary should appoint two Directors to carry out any necessary investigations.

Investigations of Alleged Breaches of the Code

- A meeting may be held if thought appropriate or requested by the member. At a meeting the member may be accompanied by another member. When possible reasonable notice shall be given of the date and place of the meeting
- At the meeting the Directors shall describe the alleged breach using supporting evidence. They should let the member state their case. If the Directors conclude that a breach of the code has taken place, they may award a sanction. This may be a warning (verbal, written or final) or dismissal. It may also be a removal of benefits for a specified time
- A formal record shall be kept of all meetings. All warnings should be recorded and show the breach, detail the improvements sought and the required timescale.

Appeal process

- When a member feels that any decisions above are unfair, they shall be able to appeal to the Chairman or Secretary
- Appeals shall be made in writing within one week of the meeting and shall state the grounds on which the appeal is made
- An appeals meeting shall be arranged by the Chairman or Secretary. The member shall be given the opportunity to state their case. The Directors shall advise the member their decision within two weeks.