

Mudford Village Hall

Code of Conduct Policy

At Mudford Village Hall we expect every volunteer, members, hirers, users, contractors, and other visitor to behave in a highly professional manner. The volunteers are the standard bearers for attitude and behaviour so it would be appreciated that the Code of Conduct is read and understood as it sets out the requirements we expect from each individual whilst are volunteering at Mudford Village Hall.

Our Commitment

At Mudford Village Hall we are committed to fostering a workplace environment that upholds our core values of integrity, respect, and professionalism. This Code of Conduct Policy outlines the principles and expectations that guide our interactions, ensuring a positive and inclusive workplace culture. It is available to read to all volunteers and visitors in our folders.

Ethics and Compliance

Volunteers are expected to comply with all applicable laws, regulations, and policies. Unethical behaviour, including fraud, dishonesty, and conflicts of interest, will have zero tolerance. In fostering an environment of integrity and lawful conduct, we place great importance on compliance with local, and national, laws and guidance, for example Code of Conduct Gov UK June 2017. www.gov.uk/government/publications/code-of-conduct

Respect

We are committed to creating a workplace free from discrimination, harassment, and disrespectful behaviour. We expect that all colleagues, clients, and stakeholders will be treated with respect, as we foster a culture where everyone feels valued and included.

In our pursuit of a diverse, inclusive, and welcoming environment, our commitment to respect is non-negotiable. We recognize that fostering an environment free from discrimination and sexual harassment requires proactive measures to ensure the dignity and fairness of all individuals. By treating colleagues, clients, and stakeholders with respect, we not only create a harmonious environment but also strengthen the bonds that drive collaboration and innovation. This commitment extends beyond mere compliance with policies; it is a genuine dedication to creating a culture where everyone feels valued, heard, and included.

Professionalism

We will maintain a high standard of professionalism in all workplace interactions. It would not be acceptable to make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of anyone. Act in a way that can be perceived as threatening or intrusive. Make inappropriate promises to young or other vulnerable people, particularly in relation to confidentiality. (see Safeguarding Policy) and this would include appropriate communication, language, tone and volume of voice, dress code, and demeanour.

Our emphasis on professionalism demonstrates a commitment to embodying the values and principles that define our organisational culture. Professionalism in communication, appearance, and behaviour is integral to creating a positive and respectful workplace. We would always wish to uphold the Village Hall's image and reputation through exemplary conduct.

Property Use

Volunteers are responsible for the proper use and protection of the Village Hall assets or intellectual property, including equipment, information, and facilities. There will be zero tolerance for unauthorized use, theft, or damage.

The responsible use and safeguarding of Village Hall resources are crucial to the efficient functioning and success of the organisation. Volunteers are entrusted with the proper use of the property, including equipment, information, and facilities. This extends to ensuring the confidentiality and security of sensitive information. Recognising the importance of these assets, any unauthorized use, theft, or damage is not only a breach of trust but also compromises efficiency and integrity. All breaches would be reported to the Chair and discussed at the Village Hall Committee Meetings.

Correcting Behaviour

The enforcement of our Code of Conduct is a critical component of maintaining a workplace aligned with our values. One would hope there would not be violations of the systems that have been put in place however the severity and recurrence of offenses will be considered with the aim of supporting the volunteer to corrective action and growth. This framework allows us to uphold the standards outlined in our Code of Conduct and sustain an environment where individuals can thrive, learn, and contribute positively to the success of Mudford Village Hall.

Consequences:

Violation of this Code may result in warnings, suspension of use, or permanent banning from the hall. Serious breaches may be reported to the relevant authorities.