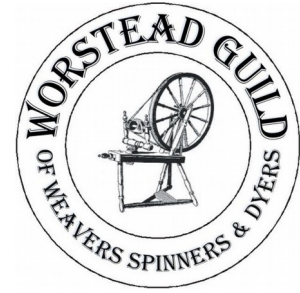


# Worstead Guild of Weavers Spinners and Dyers

Registered Charity No: 1144939



## Code of Conduct

The purpose of this Code of Conduct is to help foster good relationships between all Guild Members and to spell out what steps should be taken to try to prevent things going wrong.

All Guild Members are expected to:

- behave with respect towards each other
- tolerate differing opinions, refrain from being judgemental of others and seek to collaborate and to resolve issues
- perform any agreed duties to the best of their ability
- follow the Guild's Constitution and put the best interests of the Guild first

If anyone considers that the above principles have been violated they should first speak informally to the individual/s in person, if possible, or, if not, to any one of the Trustees.

The Trustee so contacted must keep a (dated) note of the concern raised and must aim to resolve it by:

1. Speaking in person to the individual/s (or arranging for another Trustee to do so) and exploring any reasonable adjustment or assistance
2. Notifying the Trustees of the concern raised and actions taken at the next meeting of Trustees, or before if the matter is considered urgent (for example, if it relates to one of the 'protected characteristics' covered by the Equality Act 2010) See also the Equality and Diversity Policy.
3. The Trustees must consider the concern raised and possible adjustments, assistance or sanctions that could be put in place
4. If the concerns cannot be resolved informally and the issue is judged to be a disciplinary matter where an individual is considered to have violated the Code of Conduct, the Trustees may pursue disciplinary action following the 'termination of membership' procedure set out in the Constitution

The Policy will be reviewed annually to ensure effective implementation.

The person with overall responsibility for the Code of Conduct is the Guild Chairperson

July 5<sup>th</sup>, 2021