

# BIG Local Keighley Valley Partnership: Code of Conduct

The Purpose of this code of conduct:

- To contribute towards a constructive and pleasant atmosphere in which to volunteer.
- To ensure that all volunteers know what behaviour they have a right to expect from other volunteers/ staff
- To ensure that all volunteers know what behaviour is expected of them whilst volunteering for Keighley Big Local

Respect for Others: Volunteers and salaried workers will

- Treat other people fairly and equally
- Not discriminate unlawfully against any person
- Allow others to express themselves and understand that all views are important even if they are not the same as their own - as long as no offence is caused even if unintentionally.
- Speak to the salaried worker, LTO or Big Local Rep in the first instance if they have any issues

Equal Opportunities: Volunteers and salaried workers will aim to :

- Understand, respect and work at all times without prejudice to race, age, ethnic origins, disability, gender, physical and mental health, religion, sexuality or cultural background.
- Perform his/her duties with honesty, integrity, impartiality, objectivity and a positive attitude

At Keighley Big Local Partnership Meetings: Volunteers and salaried workers will-

- Attend regularly and make a full contribution
- Carry out any agreed action points
- Send apologies if unable to attend any meetings
- Arrive on time and be prepared having read copies of the agenda and minutes
- Be positive and respectful of others
- Keep in mind the aim of the partnership
- Remind each other to turn our Mobile Phones to silent and take the call outside
- Be quiet when others are speaking
- Raise a hand if you want to speak
- Stay on track when a topic is being talked about.
- No fighting or arguing
- The facilitator is in charge
- Be on time to the meeting from breaks
- Understand we are there to make decisions
- Be open and declare any conflicts of loyalty or interest
- We will resign our position if we miss 3 consecutive meetings
- Not discriminate on the grounds of gender, race, colour, ethnic or origin, disability, sexuality, religious belief, political opinion, age or social background

HAVE FUN! Make new Friends, change things for the better and show everyone how amazing we are!

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**KBL2**

Notes: