



POLICY DOCUMENT

Policy title: **CODE OF CONDUCT**

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Document control

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<i>Lead person:</i>	Paul Simpson
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BARTON HILL SETTLEMENT

CODE OF CONDUCT

This Code of Conduct gives staff, users of services, members of the public and volunteers clear information about the behaviour the Settlement expects from people on its premises.

Everyone must respect the privacy of staff and volunteers, and be aware that Settlement business should be conducted during Settlement hours at the Settlement.

If necessary, this Code of Conduct will be enforced through:

- (i) The “Disciplinary Procedure” for staff and volunteers (see separate document).
- (ii) The “Sanctions Procedure” for banning others from using the premises (see separate document).

Barton Hill Settlement Board of Trustees (SBT) expects everyone on Settlement premises or on Settlement business on or off site, to treat others with respect, and will not tolerate any form of bullying, violence, victimisation, or harassment, either verbal or physical.

The Settlement Board of Trustees welcomes all communities, and the diversity of local people, irrespective of race, ethnic background, national origin, religious observance or belief, gender, disability, sexual orientation, pregnancy and maternity or age, and we expect people on our premises to act in accordance with this Code of Conduct.

The following will not be tolerated:

- **Racial or sexual harassment,**
- **Harassment because of disability, age, or other criteria listed above,**
- **Violence or threats of violence either verbal or physical, including abusive behaviour,**
- **The use of, or being under the influence of, illegal drugs or alcohol* on our premises,**
- **Theft or wilful damage to buildings or property, or personal belongings.**

*(other than at licensed events)