



Introduction

Community Works and Adur Voluntary Action exist to support the Voluntary, Community and Social Enterprise (VCSE) sector covering Adur, Worthing, Brighton and Hove between them. We do this in part by facilitating the sharing of ideas and mutual support between VCSE organisations. We are committed to providing services and spaces which are welcoming, informative, safe and inclusive to our Members, our guests, our staff and our volunteers.

This event represents a joint endeavour by both organisations, and we want everyone to feel comfortable accessing and participating in the session. To achieve this, we ask that all attendees follow this code of conduct. Failure to abide by this Code of Conduct may result in services of both organisations being restricted or withdrawn and admission to future events being refused.

Conduct of Conduct

We encourage those attending the session to share their expertise and knowledge with one another and expectations of behaviour include that attendees:

- Not use language which is discriminatory or offensive to others
- Conduct themselves in a way that does not cause harm or distress to others
- Treat others with dignity and respect and value other people's contributions and lived experiences.
- Use people's stated pronouns (sharing your own pronouns is optional)
- Not pursue individual agendas, particularly when these are at others' expense
- Not distribute campaign emails, leaflets, petitions or other such materials, unless they have prior agreement from us
- Allow people to disagree; challenge the issues not individuals and offer constructive criticism
- Stick to one speaker at a time and not interrupt each other (we recognise that this may not be done intentionally)
- Encourage the participation of others
- Respect confidentiality: in general, attendees may leave the meeting and repeat what was said, but not who said it
- Use words in full and not use acronyms or jargon

- Use content warnings if sharing information that is likely to be upsetting
- Put mobile phones and other electronic devices on silent in physical and online spaces (but participation via social media is encouraged)
- Not repeat what has already been said or make long statements or speeches (we recognise that this may not be done intentionally. If people feel they need more time to get their point across, they are invited to speak to a member of staff to discuss other ways of achieving this.)

The following are examples of behaviours that would represent a breach of this Code of Conduct:

- Aggression and/or threat of violence - all acts of physical intimidation, aggression or force, including threats.
- Sexual misconduct – any unwanted behaviour of a sexual nature. Can include, but is not limited to, sexual comments or jokes, sexual gestures, unwelcome sexual advances, any non-consensual touching/groping, sharing of inappropriate images/sexual content.
- Discriminatory and/or exclusionary language and/or behaviour – any unjust or prejudicial treatment of an individual or group of individuals based on a protected characteristic or perceived characteristic as defined by the Equality Act 2010. Includes ageism, ableism, sexism, transphobia, racism, religious prejudice (e.g. Islamophobia, anti-Semitism), homophobia and discrimination based on marital status.
- Distribution of misinformation and/or information which is brought together with an intention to undermine and/or stir up hatred
- Bullying and/or abuse – any behaviour (physical, verbal or cyber) that intends to cause physical or psychological harm.
- Coercion – any behaviour that forces someone to do something they are not willing to do through threat, intimidation or manipulating a social power imbalance.
- We recognise that people have different identities, lived experiences and deeply held personal beliefs that may be contested by others. We require those accessing this event not to use the session as a platform for expressing their personal beliefs. Where members feel it is appropriate to express personal beliefs, they should do so with respect and compassion for those that may disagree with them and not express personal beliefs in a way that could undermine, harass, exclude or intimidate others.

Reporting incidents:

Incidents that appear to breach this Code of Conduct should be reported to a Community Works or Adur Voluntary Action staff member either verbally or in writing. Both organisations led by their CEOs, will decide on appropriate action.

Equity, diversity and inclusion

We are committed to the principles of equity, diversity and inclusion in the way we provide services, and we expect Members and others who participate in the session to share our approach.

We encourage people to take responsibility for communicating their own needs, including their access needs and any reasonable requests to make a space more equitable and inclusive. We would invite this information ahead of events, but needs and requests can be raised at any time by speaking to or emailing a staff member, or emailing:

- Adur Voluntary Action: info@adurva.org
- Community Works: info@communityworks.org.uk