

BEXHILL HERITAGE

CODE OF CONDUCT

Bexhill Heritage (“BH”) is a non-political membership organisation and a registered charity, committed to the conservation, protection and improvement of the built environment of Bexhill-on-Sea. It is governed by its Constitution, which was adopted on 12th January 2021 and conforms to the Charity Governance Code

Becoming a member is on the understanding that members accept this Code of Conduct as the necessary framework for sustaining members’ well-being and for BH to operate successfully.

Members should treat others with consideration and respect at all times.

- Healthy debate is encouraged but harassment of others – members or non-members - verbally, in writing, on social media or other such forums will not be tolerated. Harassment is the ‘word’, ‘action’ or ‘deed’ that causes or is likely to cause offence and not necessarily for the person to who it is directed. (See also the BH guide to email etiquette.)
- Any behaviour which is racist, sexist or discriminatory (including issues of disability as defined in the Equality Act of 2010) against other members or third parties, will not be tolerated
- Confidentiality must be respected. (See also the BH policy on data protection.)

Members should uphold and promote the objectives and good reputation of the charity by:

- projecting political impartiality when representing BH.
- conducting themselves in such a way as to enhance the charity’s reputation.
- avoiding the expression of personal views at external meetings and events if such views may be seen as representing the charity’s policy.
- alerting the Media Officer or Chair in the event of print media enquiries or social media posts requiring a response.

Members have a responsibility to contribute positively to meetings by:

- welcoming new members and guests
- respecting the Chair’s position and role
- listening to others with respect
- contributing ideas.

In accordance with paragraph 27 of the BH constitution, if a dispute arises between members of the charity about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to official complaint or litigation.

The mediator will seek a resolution acceptable to all parties.

Where mediation breaks down or in the case of serious breaches of the Code of Conduct, the matter will be dealt with under paragraphs 9 and 15 of the Charity’s constitution

Adopted: 5th October, 2022

First Review Date: October, 2024

BEXHILL HERITAGE (“BH”)

DISCIPLINARY PROCEDURE

This Disciplinary Procedure will be applied in accordance with BH’s Constitution paragraphs 9 and 15.

A member must, if he/she becomes aware of the conduct of another member which he/she believes to be in conflict with the Code of Conduct and the Constitution, report the conduct to the Chair or Secretary who should seek to achieve mediation in line with paragraph 27 of the Charity’s constitution. Should mediation fail or if the complaint is deemed serious, the Chair or Secretary must bring the complaint to the attention of the Disciplinary Sub Committee (DSC), specially convened for the purpose

Details of the complaint should be sent in writing to the member concerned within the requirements of the Data Protection Act. This letter will also invite the person against whom the complaint has been made to attend a meeting of the DSC to put forward a response to the complaint. A friend or colleague may be present to support the member against whom the complaint has been made.

The complainant will have an opportunity to respond to the comments made by the person who made the complaint.

The DSC shall take one or more of the following actions:

- **Exoneration (find the case not proven)**
- **Issue of an oral or written warning**
- **Suspension from The Association**
- **Expulsion from The Association**

The evidence provided and the findings of the meeting shall be recorded by the Secretary and shall be communicated in writing by the Chairman to all involved parties

Any appeal against a disciplinary decision made by the DSC must be in writing and delivered to the Secretary, no more than 14 days after the decision of the DSC

There will be an Appeals Committee which will comprise 3 members

This policy may be amended by the BH trustees, comprised of at least 3 members. Any amendments must be discussed and approved (or otherwise) at the following Annual General Meeting.

Adopted: 5th October, 2022

First Review Date: October, 2024