



Members Code of Conduct

Introduction

Community Works exists to support community and voluntary sector in Adur, Worthing, Brighton and Hove. It does this in part by facilitating the sharing of ideas and mutual support between Member organisations. We welcome all our Members and value and respect their knowledge and skills. We are committed to providing spaces and services which are enjoyable and informative for all of our Members, our guests, our staff and our volunteers and that look after their wellbeing.

Organisational Values

All Community Works Members are expected to subscribe to and uphold the values that underpin the activity of the organisation:

- We challenge oppression, prejudice and promote diversity.
- We are friendly and make everyone feel welcomed and supported.
- We are creative in finding new ways of making voluntary and community action most effective and are not afraid of doing things differently.
- We are an independent voice for the voluntary and community sector.
- We are dynamic and work with purpose to get things done to the highest possible standards and achieve lasting impact.

Protecting the organisation's reputation

Community Works has a duty to protect its good name and of the voluntary and community sector in general.

- Members are asked to take an active interest in the public image of Community Works and uphold the reputation of the organisation and those who work in it.
- If any Member is dissatisfied with the service provided by Community Works they should use the CW complaints procedure to resolve this.
- Members bringing the organisation into disrepute may have their membership terminated in accordance with the Memorandum and Articles of Association.
- Members may cite their membership of Community Works in communications with funders and other organisations. They should not however infer that this brings with it a recommendation of any sort.
- Members do not acquire any intellectual or property rights as a result of their membership of the organisation. Should a Member wish to use or reproduce the name and/or logo of Community Works, permission should be sought from the Chief Executive.

Equality and diversity

Community Works is committed to the principles of equality of opportunity in the way it provides its services.

- Many organisations are set up to serve the needs of specific groups of people however Member groups should not otherwise discriminate in such a way as would breach Community Works' Equality and Diversity Policy.
- Members must not discriminate against anyone on the grounds of age, sex, sexual orientation, gender identity, race, religion or belief, or disability.

Conflict of interest

Where issues are being debated at forums facilitated by Community Works' Members must declare any specific interest they have in the issue and act in what they believe to be the interests of the sector in general.

Person to person

When working together Community Works' Members must work in the spirit of cooperation with others in the sector and to share expertise and knowledge where they are able to do so. Members will:

- Allow people to disagree
- Try not to repeat what has already been said or make long statements or speeches
- Challenge the issues not individuals and make sure that any criticism is constructive
- Stick to one speaker at a time and not interrupt each other
- Not use language which could be viewed as discriminatory or offensive to others
- Not doggedly pursue individual agendas at the expense of others
- Not conduct themselves in a way that could cause harm or distress to any guest, Member or Community Works staff or volunteers
- Treat all colleagues with dignity and respect and value other people
- Encourage the participation of other people
- Respect confidentiality: in general, Members may leave the meeting and repeat what was said, but not who said it
- Use words in full and not use acronyms or jargon
- Put mobile phones on silent (but participation via social media is encouraged)

When attending Community Works' general meetings, Members will:

- Abide by relevant organisational policies and procedures
- Respect the authority of the Chair in their role as meeting leader
- Engage in debate and voting according to procedures, maintaining a respectful attitude towards the opinions of others while making their voices heard
- Accept a majority vote as decisive and final