

# Members and Guests

# Code of Conduct & Behaviour Policy

Adopted: February 2020

Reviewed: February 2022

Next Review: February 2024

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## PURPOSE AND SCOPE

We (the committee) expect all members and guests (hereafter “club users”) of Orford House Social Club to behave in a reasonable way. We expect all club users and staff to be treated fairly, equally and with respect at all times. This policy outlines the steps that will be taken in those circumstances where staff/ a user or users is/are treated unfairly or in a disrespectful manner.

## **TYPES OF UNACCEPTABLE BEHAVIOUR**

In order to support a peaceful and sociable environment the Committee will not tolerate users exhibiting the following:

- Disruptive behaviour or disorderly conduct which interferes or threatens to interfere with the operation of the club or any other area of the Orford House grounds.
- Making lude or sexual comments towards/about another user/member.
- Discrimination towards other users based on gender, ethnicity, religion, sexual orientation or age.
- Using loud/or offensive language, shouting, swearing, cursing, using profane language, attempting to physically intimidate, use of aggressive hand gestures or displaying temper.
- Threatening to harm a user/staff member regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying club property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications.
- Defamation of the club or club users on Facebook or other social networking sites.
- The use of physical aggression towards another club user.
- Using illegal drugs on club premises.

## **REPORTING and RESPONSE**

A written and dated complaint/statement about a club user must be reported within 1 week (7 days) of the incident. This must be submitted by hand or via email to the secretary.

The accused must be given 3 clear days written notice to appear before the committee to explain their actions

The Chair and the Secretary have the power to suspend any club user immediately and their right to appear before committee is the same as above

If suspended the club user has the right to appeal within 14 days of the written letter of suspension.