



Boleskine Community Care Code of conduct for staff and members

1. Purpose

1.1. Boleskine Community Care (BCC) is dedicated to creating an inclusive, collaborative, and empowering environment. We believe in treating all individuals with dignity, fairness, and respect. To maintain this positive environment, we expect all our members to follow a set of conduct standards in all their interactions with BCC and involvement in our activities and events. It is essential that everyone understands and adheres to these standards.

2. Scope

2.1. The Members Code of Conduct applies to:

- a) All staff and members of BCC;
- b) Visitors and external contractors;
- c) BCC Trustees;
- d) All forms of communication – face to face, email, letter, mobile, etc., and when using online platforms (such as social media, messaging, e-mail, groups and forums) to interact with other BCC members or as part of a society, group or event.

2.2. The Code of Conduct applies to any action that:

- a) is committed while attending a BCC event;
- b) when a member represents or acts on behalf of BCC at an event, during a trip, online, or in correspondence supported by BCC. This would include taking place in person or in writing, online or virtually, or by a physical act or gesture.

3. The Code

3.1. BCC is strongly committed to fostering an inclusive environment that values the safety and well-being of all its members, staff and visitors. We recognise our ethical and legal obligations to uphold principles of equality, diversity, and inclusion and prioritise promoting and supporting these fundamental principles. As such, we maintain a strict policy against any forms of harassment, bullying, abuse, discrimination, victimisation, exploitation, or violence that may arise during any of our activities, interactions or events. Our unwavering dedication to creating a safe and welcoming environment for all our members is of the utmost importance to us.

3.2. All members of BCC and visitors are expected to:

- a) Take responsibility for their own actions and conduct;

- b) Demonstrate mutual respect and understanding for all members and wider communities;
- c) Always act within the law, behave responsibly, and avoid endangering others or damaging BCC's reputation;
- d) Conduct themselves in a manner that does not offend others and refrain from using abusive language, either verbally, in writing, online or via social media;
- e) Treat all BCC property respectfully and avoid interfering with others' enjoyment of events;
- f) Comply with the reasonable requests made by BCC staff or Trustees;
- g) Act in accordance with BCC's policies and regulations and operate within the rules related to the activities they participate in;
- h) Familiarise themselves with the values and behaviours of the organisation and act accordingly;
- i) Be aware of how others may perceive their actions;
- j) Ensure all members feel welcome to participate in discussions, activities, services or events;
- k) Not engage in any form of behaviour that is harassing, discriminatory, threatening, intimidating or anti-social;
- l) Ensure BCC is an open, welcoming, inclusive and supportive space where no discrimination is allowed;
- m) Not to encourage others to violate this code and to speak out against such behaviour;

4. Gross Misconduct

4.1 Gross misconduct is misconduct of a serious nature that may require immediate formal disciplinary action;

4.2 The following examples of behaviour are considered misconduct and are likely to result in disciplinary action. The list is not exhaustive, and BCC retains the right to escalate additional items of serious misconduct as it sees fit;

- a) disorderly, threatening, bullying or offensive behaviour or harassment, whether physically, verbally or online whilst on BCC premises or engaged in BCC activities out with BCC premises, and when representing or could be perceived to be representing BCC;
- b) physical violence or sexual violence towards others, or the threat of physical or sexual violence;
- c) non-physical sexual and gender-based violence, including committing financial or emotional harm or any unwelcome behaviour of a sexual nature that is committed without consent or by intimidation, coercion, or manipulation;
- d) any breach of BCC's Equal Opportunities Policy;

- e) any action likely to cause injury or acting without due regard to the safety of others, including any behaviour which causes a health & safety concern or breaches a BCC health & safety policy, such as interference with fire safety equipment;
- f) making defamatory or maliciously false statements about any member of BCC or wider community;
- g) the use of anonymous online platforms to discriminate, bully, harass or victimise others;
- h) the use, possession or supply of illegal drugs BCC premises or while representing or purporting to represent the BCC;
- i) damage to, defacement of, or misappropriation of BCC property or the property of other members of the BCC, whether caused intentionally or recklessly;
- j) misuse or unauthorised use of BCC premises and property, including computer misuse;
- k) failure to comply with BCC financial procedures;
- l) acting to, or with intent to, commit theft, fraud, deceit, deception or dishonesty in relation to BCC, its staff and members or while representing or purporting to represent BCC;

5. Results of Misconduct

5.1 Breaches of the Code of Conduct may result in one or more of the following actions:

1. A verbal warning
2. A written warning
3. Being banned from BCC activities
4. Being banned from BCC premises
5. As a last resort, extreme threatening behaviour against BCC staff, volunteer leaders or other members will be reported to the police.

Approved by BCC Trustees: 12th May 2026