

Code of Conduct

In order to provide an enjoyable hobby and pleasant friendly environment for our members, it is important that we all behave in accordance with the aims and objectives of the club and we treat people how we like to be treated. The following section outlines the code of conduct for PCGB members and what to do if you want to raise any concerns.

About the code of conduct for the PCGB

The code covers some of the most important individual responsibilities and obligations as we go about our activities, as a member you must follow it. The code can help to guide us when we face complicated or sensitive issues and is one way we can constantly put the aims and objectives of the club into everything we do.

The code provides guidance on six key points that may arise whilst we carry out club activities, and indicates who you should contact if you think that you, or another member, may have broken these rules. Of course there will always be other challenging situations that are not presently covered by the code. If you are unsure how to act, please refer to the PCGB Grievance and Disciplinary procedures.

Whatever the situation, the best course of action is the open and transparent one. By making sure that the way we conduct our activities is fair and ethical, we can be proud of being a member of the PCGB.

What is expected of me?

You should:

Always follow the law when carrying out PCGB activities.

The following is a summary of the six key areas of the code:

1. Fraud, bribery and corruption

Any act of fraud, bribery or corruption is treated extremely seriously by the PCGB. You should report any attempts to offer you a bribe or get you to act in a way that could be a disadvantage to the club. The above act will be considered as gross misconduct.

2. Political activity

All members have the right, like any other citizens, to be politically active, as long as this is kept separate from PCGB activities and does not influence the way we behave towards the general public, members or anyone else, or in anyway, affect the reputation of the PCGB.

3. Equal opportunities

Everyone is welcome at the PCGB. Our membership reflects the diverse nature of society and we value the contribution every member makes to the PCGB, irrespective of age, sex, disability, sexual orientation, race, colour, religion, ethnic origin or political beliefs. You should demonstrate respect for your fellow members and others that you may come into contact with whilst being involved in PCGB activities.

If you believe that you have been the victim of discrimination, bullying or harassment, or have any concerns relating to our equal opportunities policy please refer to Harassment and Bullying policy.

4. Unacceptable behaviour

We don't tolerate abuse or unacceptable behaviour in the PCGB in any form whether towards other members or anyone else. Members found to be engaged in unacceptable behaviour can face serious consequences such as disciplinary action including termination of membership.

This means that we should always aim to create a welcoming and inclusive club environment, and encourage other members to do the same. We should never engage in behaviour that might be considered to create a hostile or intimidating club environment, including making inappropriate jokes or comments.

Please do not spread malicious rumours or use PCGB resources to share communications that might be considered derogatory, defamatory, harassing, pornographic or otherwise offensive or inappropriate.

If you feel that you have been the victim of discrimination, bullying or harassment or other unacceptable behaviour, you should refer to the PCGB Harassment and Bullying Policy.

5. Conflicts of interest

This area is designed to ensure that our personal interests do not conflict with the interests of the PCGB.

6. Social networking

We recognise that you may want to use social networking sites. These sites can be a great way to keep in touch with friends and other members. It is important that you realise that information posted onto these sites is public and may be viewed by others. If we are made aware that inappropriate information, images or comments have been posted about the PCGB or about its members (relating to PCGB activities) then the PCGB is likely to investigate this. Depending on the severity of the incident it may constitute misconduct resulting in disciplinary action being taken up to and including termination of membership.

It is really important that you know that you are responsible for any comments you post.

Please remember the following:

- You should make it clear that any comments are yours and not those of PCGB
- You should not make comments that may bring the club into disrepute and should not impact the clubs image or reputation or cause embarrassment to the PCGB.
- You should not make any comments about members that may cause offence, even when names are not mentioned
- You should not use any recognisable PCGB logos in your post
- You should be aware that you are personally liable for any comments, images or information that you post and that action may be taken against you by a third party.

If you have a grievance about PCGB this should not be posted on a social networking site or blog.

The content of all internal communications are intended for internal use only and are not for distribution outside PCGB unless prior permission is given.

Council Members

As a trustee, the behaviour demonstrated by Council Members is especially important. Council Members must respect and uphold the values of The Poultry Club of Great Britain (PCGB). The attached Trustee Code of Conduct has been created to ensure Trustees behaviour is beyond reproach and they are expected to comply with the attached in content and in spirit.

Review

These policies and procedures will be reviewed periodically to ensure compliance with changes in law and equality and diversity legislation.

Adopted on: May 2016

To be reviewed: May 2018

Trustee Code of Conduct - The Poultry Club of Great Britain

As a trustee, I will respect and uphold the values of The Poultry Club of Great Britain (PCGB), a registered charity in the UK.

I hereby agree to:

- **Act within the governing document and procedures** – have good knowledge of the PCGB Constitution document and abide by the policies and procedures of the PCGB.
- **Act in the best interest of PCGB as a whole** – I will be an active trustee, making my skills, experience and knowledge available to PCGB and seeking to do what additional work I can outside trustee meetings, including sitting on sub-committees.
- **Manage conflicts of interest effectively** – I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with PCGB policy. I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.
- **Respect confidentiality** – understanding what confidentiality means in practice for PCGB, council meetings and the individuals involved with it.
- **Members Interests** - I accept my responsibility to ensure that PCGB is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
- **Prepare fully for meetings and all work for PCGB** – I will prepare fully for all council meetings. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- **Actively engage in discussion, debate and voting in council meetings** – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- **Act jointly and accept a majority decision** – making decisions collectively, standing by them and accept “collective responsibility” for decisions made at council meetings.
- **Work considerately and respectfully with all** – respecting diversity, different roles and boundaries, and avoiding giving offence.

Trustees are expected to honour the content and spirit of this code, any issues with the above points should be discussed directly with the chair person.

I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the PCGB Council.

Signed

Name

Date