

Code of Conduct

July 2024

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| Version | Published Date | Author | Approved By | Approved Date |
| V2.0 | July 2024 | Rob Mitchell | Board of Trustees | 8 June 2024 |

1. Introduction

All of our members sign up to get the benefits of taking part in OutdoorLads activities, but equally to abide by our policies which are here to protect us all, the charity and our charitable objectives. We are all here to have a great time on events and help others to do the same, and it's important to ensure that all of us conduct ourselves in a way that isn't detrimental to others.

2. Respect

As per our Vision, Mission and Values, OutdoorLads is committed to creating a welcoming and inclusive environment for all members, volunteers, trustees, and staff embodied by our values (Welcoming, Adventurous, Togetherness, Excellence, Respect). This policy outlines the Code of Conduct that all individuals associated with OutdoorLads must adhere to, in order to maintain a supportive and safe community.

"Treat our volunteers, staff and members with respect"

This Code should be read in conjunction with the OutdoorLads Complaints Policy and Safeguarding Policy. OutdoorLads is committed to encouraging equality, diversity and inclusion among our membership, and eliminating unlawful discrimination to provide a safe and positive environment for all its members. OutdoorLads promotes the use of affirmative consent; consent is valid only if the person has the capacity and freedom to make that choice.

The Code of Conduct's purpose includes provisions to:

- 2.1. recognise that our organisation is subject to external regulation, including UK laws and regulations
- 2.2. support our safeguarding and behavioural guidance in line with UK legislation and government guidance
- 2.3. oppose and act against all forms of unlawful discrimination against protected characteristics under the Equality Act 2010

3. Who this Code of Conduct Applies to

- 3.1. Any full (paid) or pay-as-you-go member of OutdoorLads who attends an OutdoorLads event that is listed on our website
- 3.2. Any member of OutdoorLads, with an account on the website, who engages with our social media channels
- 3.3. All volunteer members of OutdoorLads including Leaders, Organisers, Coordinators and Trustees/Directors of the charity OutdoorLads
- 3.4. Members of staff are covered by contracts of employment and related policies when acting in an official capacity as staff. This code will apply to staff if they are attending events as a member or volunteer.

4. Breaches of the Code of Conduct

If a member, volunteer or staff suspects or believes that a breach of the code of conduct has occurred, the first thing to do, if possible, is speak to the person / people concerned to explain how their conduct might be having a detrimental impact on others (or ask the event leader to do so). A friendly, quiet word will often produce a resolution. If this is not possible, they should report the breach, regardless of whether they were directly involved in or observed the breach. Potential breaches may also be reported as an outcome of a formal complaint, a safeguarding referral or reported by a member of public.

Reporting an Alleged Breach

This can be done through any of the following methods:

- 4.1. Emailing Support@outdoorlads.com
- 4.2. Raising a concern via the Complaints form or Safeguarding incident
- 4.3. Emailing a member of the Trustee Board

Investigation

Reported alleged or potential breaches will be investigated in line with either the Complaints procedure or Safeguarding procedure according to the nature of the incident and the alleged potential breach. Minor breaches must be reported but may not be investigated if a staff member or volunteer has addressed the issue discreetly and appropriately. Wherever possible, we will actively support the complainant through the process of their choice.

Alleged Breaches or concerns of a serious or immediate nature

If the grounds of the alleged breach are of a significant or serious nature, they may be referred to the OutdoorLads Chair, Safeguarding lead, full Trustee Board or the police for immediate consideration. The grounds for referral to the police are likely to be about potential criminal behaviour, e.g. any use or sharing / selling of illegal substances, sexual misconduct etc.

Investigation Outcomes

If it is determined that a member has failed to treat our volunteers, staff or other members with respect we may take one or more of the following actions:

- 4.4. Write to the member reminding them of our code of conduct and asking them to moderate behaviour or communications
- 4.5. Write to the member formally telling them that behaviour or communications do not meet our standards and that we may terminate their membership should there be further breaches of our code
- 4.6. Write to the member to tell them that we have terminated their membership in line with the Articles of Association

Right to Appeal

As per the Complaints Policy, members have the right to appeal any outcome that results from a breach of this code.

5. Appendix

It is neither possible nor desirable to produce a full list of both acceptable and unacceptable behaviours. We are all adults, perfectly able to make our own decisions. This list is purely illustrative. In practice this means we expect our members to:

- 5.1. Treat others fairly, politely and respectfully with dignity and courtesy
- 5.2. Build relationships with others based on mutual trust and respect
- 5.3. Be a positive role model and never do anything that would prevent another member from enjoying one of our events, being mindful of shared public spaces
- 5.4. Act in a way that ensures the safety of yourself and other members who may be affected by your actions
- 5.5. Never bring illegal substances to events and be mindful and moderate with any alcohol use
- 5.6. Not use language or say anything that might be regarded as inappropriate, offensive, hurtful, or disrespectful, including sharing personal information without permission
- 5.7. Obtain consent for all contact with another individual, including adjusting safety clothing/equipment, taking photographs or any other physical contact
- 5.8. Always display due honest and ethical conduct in all dealings with other members or on behalf of the organisation through any and all channels of communication
- 5.9. Promote, maintain and uphold the reputation of the charity; do not do anything that could restrict its ability to operate
- 5.10. Care for OutdoorLads' assets, a supplier's or external property
- 5.11. Report concerns you have about safeguarding, bullying, harassment and discrimination or breach of this or any other OutdoorLads policy.
- 5.12. Ensure you are aware of and follow all member related OutdoorLads policies and procedures to help create a safe and positive environment for all members

- 5.13. Follow third-party facilities' rules and guidance, respecting other users of those facilities
- 5.14. Follow the Countryside Code / Scottish Outdoor Access Code, protect the environment and discard rubbish appropriately