

Code of Conduct

As a member, you will respect and uphold the values of The Poultry Club of Great Britain (PCGB), registered charity number 298415.

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 The Poultry Club of Great Britain 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 principles 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 acted not in accordance to the principles. 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 principles 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 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.

Please do not spread malicious rumours or use PCGB resources to share communications that might be considered 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 of the PCGB
- You should not make any comments about members that may cause offence
- You should not use any recognisable PCGB logos in your post without prior agreement
- 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.

Trustees

A trustee must respect and uphold the values of the PCGB. The above code of conduct applies to all members, including the trustees. The 'Trustee Code of Conduct' outlines the expected behaviours for those serving as a trustee and as an ambassador for the club.

Review

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

Reviewed: October 2019

Adopted: October 2019

To be reviewed: October 2021