

Walthamstow Trades Hall & Institute Ltd

61-63 Tower Hamlets Road, London, E17 4RQ

Reg address: 17 Hoe Street, London, E17 4SB

Code of Conduct

The Code of Conduct outlined below applies to all Members and Staff of Walthamstow Trades Hall and is in place to support a peaceful and sociable environment.

As a Club Member or Staff Member, I agree to the follow statements as below whilst on the premises and discussing Walthamstow Trades Hall to the press and/or on social media.

I will:

1. Treat others with respect and value diversity
2. Avoid using offensive/insensitive language
3. Refrain from harassing, bullying and abusive behaviour
4. Respect confidentiality and ensure that confidential materials, including about individuals, are handled with care and sensitivity
5. Avoid bringing the Club and CIU into disrepute
6. Express my opinions with tact, avoiding conflict and argument
7. Make the Club Secretary aware of any potential Conflicts of Interest, so that they can be added to the Conflict of Interest log
8. Act within the Club's governing rules
9. Take reasonable care over health and safety for myself and others, particularly when organising an event on the premises

Making a complaint

A written statement or complaint to be made about the Member and handed or emailed to the Secretary within 7 calendar days of the incident.

- The club member who is the subject of the complaint will be given notice in writing that they have 7 calendar days to appear before the committee to explain their behaviour.

- The Committee can agree a membership suspension with immediate effect based on the representations, should further investigations be required, or take the decision to revoke membership.

- If a club member wishes to appeal a decision to revoke their membership they have 14 calendar days from receiving the written committee decision to do so. The appeal should be made in writing.