Members code of conduct

**Roman Road Trust**

**Community Interest Company Limited**

**Company No. 09319284**

1. Members shall conduct themselves in a manner that will not cause offence to others. Harassment, bullying, intimidation, or discriminatory behaviour will not be tolerated and will be grounds for suspension of individual members.
2. Members must at all times conduct themselves in a reasonable manner at meetings or in premises used by the company. A member may be suspended from the company for failure to observe this, or for any other conduct not in line with the aims of the company.
3. In all matters relating to the company, Members shall comply with the Articles of Association and all company policies, including in particular the Equalities & Diversity Policy, the Health & Safety Policy, the Safeguarding Policy and the Financial Procedures.
4. Members must never personalise issues, and should be willing to recognise that everybody is entitled to express their point of view without unduly preventing progress of discussion.
5. Voters should always be prepared to accept the majority decision and not take such a decision as any form of personal slight or criticism.
6. Members must never use their position to seek preferential treatment for themselves, their family or relatives. Nor should they use their position to be treated more or less favourably when requesting services from the local authority or other organisations.
7. Members must not divulge any company business which is treated as confidential to other persons or organisations.
8. Statements to the media or other organisations on behalf of the company should only be made by, or on the authorisation of, the Directors or Chief Executive Officer.
9. Correspondence sent on behalf of the company must be signed by the Chairperson, Secretary or authorised officers.
10. The Directors and Business and Residents’ Engagement Committee members have the right to warn the member(s) of their behaviour. If they persist their membership may be terminated in accordance with the Articles of Association.
11. Any member who feels that they have not been treated fairly and equally by the company can raise this with the Residents Engagement or Business Engagement Committees (as appropriate) who will respond within twenty eight (28) days.
12. Any complaints received about the conduct of the company or individual members will be taken to the Directors who will respond within twenty eight (28) days. The Directors will only deal with complaints that relate to the activities of the company and its members in relation to the Articles of Association and Code of Conduct. Directors will not deal with neighbour or inter-personal or inter-business disputes in the area.

*Updated: October 2015*

*Last Update: February 2017*