

## Code of Conduct

### Definitions

'Representatives': Employees, Directors/Trustees, Volunteers, Contractors

'Stakeholders': Members, Hirers, Visitors, Audience, Participants

### Principles

Trinity strives to provide a positive community environment for everyone, through our clear Code of Conduct principles, which include:

- mutual respect
- equality of opportunity
- inclusion
- toleration
- appreciation
- positive communication.

Examples of types of behaviour not permitted on our premises include, (but not exclusive to):

- bullying, rudeness or disrespect towards staff, volunteers or other visitors
- homophobia or transphobia
- intimidation or threatening behaviour/language and/or grossly offensive/obscene language
- racism or Islamophobia
- sexism, gender discrimination or harassment
- theft
- violence
- physical/mental abuse

### Representatives

In taking up their position, Trinity Representatives agree to commit to:

- upholding Trinity's ethos, values and policies
- promoting our charity mission and objectives and avoiding conflicts of interest
- acting accountably, with fairness, honesty, integrity and openness
- acting in accordance with any relevant professional standards, laws and legislation
- respecting the opinions of others and treating everyone with equality and dignity
- supporting the decisions and directions of the Board of Trustees and its delegated authority
- taking responsibility for your actions and maintaining the confidentiality
- upholding good communications to facilitate the effective resolution of any problems
- providing guidance to Stakeholders taking part in our events, projects and activities to ensure everyone adheres to our Code of Conduct

### Stakeholders

We request that all Stakeholders adhere to our Code of Conduct when on our premises, including upholding Trinity's ethos, values and policies - such as Equal Opportunities - and treating everyone fairly, with respect and dignity.

## Communication

Information regarding our Code of Conduct will be communicated to Stakeholders via our website, signage within the premises and via our Hire Agreement Terms and Conditions and Membership Policy.

## Adhering to the Code

Stakeholders understand that a breach of any part of this Code of Conduct may result in ejection or temporary exclusion from any activity or premises by a relevant Trinity Representative or designated Duty Manager of the Trinity premises. Any serious or repeated breach of the above code may result in the Stakeholder being banned from the premises on a permanent basis or even legal action. This is open to appeal via our Complaints Procedure.

Representatives understand that adherence to our Code of Conduct is a condition of their employment / volunteer work.

Representatives may report their concerns regarding any breach of the Code of Conduct by another Representative - see our Grievance Policy for more information.

Representatives understand that any violation of the Code of Conduct may result in disciplinary proceedings and any serious breach may be grounds for termination of their role. See our Disciplinary Policy for more information.

## Note

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

## Document control

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5

**Approved By:**  
Emma Harvey, CEO

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