



# **Community Benefit Society**

## **Members' Code of Conduct Policy**

### **Introduction**

This Code of Conduct Policy is based on a template provided by Co-operatives UK and serves as a guiding document for members of our co-operative, setting forth the expectations, standards, and principles that foster a positive and inclusive environment. It outlines the behaviours, ethics, and responsibilities that all co-operative members are required to adhere to, promoting respect, integrity, and professionalism in our interactions.

By implementing this policy, we aim to create a co-operative culture that values diversity, collaboration, and ethical conduct. This document provides a framework for maintaining harmonious relationships, resolving conflicts, and upholding the co-operative's mission and values. It is essential for all members to familiarise themselves with this policy and actively commit to its principles to ensure the collective success of our co-operative.

### **1 Purpose**

- 1.1 The purpose of this Code of Conduct Policy is to establish guidelines and expectations for members of the co-operative, ensuring a positive and respectful environment for all participants. This policy outlines the standards of behaviour, ethical conduct, and responsibilities that co-operative members must adhere to.

### **2 Compliance**

- 2.1 All co-operative members must always comply with this Code of Conduct Policy.
- 2.2 Violations of this policy may result in disciplinary actions, including warnings, suspension, or termination of membership, depending on the severity of the violation.

### **3 Respectful Behaviour**

- 3.1 Co-operative members shall treat each other with respect, courtesy, and professionalism.
- 3.2 Discrimination, harassment, or any form of disrespectful behaviour based on race, ethnicity, gender, religion, age, disability, sexual orientation, or any other protected characteristic is strictly prohibited.
- 3.3 Members shall engage in open and constructive communication, valuing diverse perspectives and fostering a co-operative spirit.
- 3.4 Conflict resolution should be pursued in a respectful and co-operative manner, seeking understanding and consensus.

## **4 Ethical Conduct**

- 4.1 Co-operative members shall act with integrity, honesty, and transparency in all their interactions within the co-operative.
- 4.2 Conflicts of interest must be disclosed promptly to the co-operative, and members should avoid engaging in activities that compromise the co-operative's best interests.
- 4.3 Theft, fraud, embezzlement, or any illegal activities are strictly prohibited.
- 4.4 Members should respect and protect the confidential information of the co-operative and its members, refraining from unauthorised disclosure.

## **5 Participation and Engagement**

- 5.1 Co-operative members are expected to actively participate in co-operative activities and contribute to the collective goals and objectives.
- 5.2 Members should attend meetings, share relevant knowledge and expertise, and collaborate with others to advance the co-operative's mission.
- 5.3 Members shall fulfil their obligations and responsibilities, including financial commitments, in a timely manner.
- 5.4 Any changes in contact information or personal details should be promptly communicated to the co-operative to ensure effective communication and engagement.

## **6 Professionalism**

- 6.1 Co-operative members shall conduct themselves in a professional manner, both within the co-operative and when representing the co-operative externally.
- 6.2 Members should refrain from engaging in disruptive or destructive behaviour that hinders the co-operative's progress or damages its reputation.
- 6.3 Any grievances or concerns regarding the co-operative's operations or decisions should be addressed through proper channels and in a constructive manner.

## **7 Compliance with Rules and Regulations**

- 7.1 Co-operative members must comply with all applicable rules and regulations.
- 7.2 Members shall not engage in any activities that violate the law or any other legal obligations.


## **8 Amendments to the Code of Conduct Policy**

- 8.1 The society reserves the right to modify, amend, or update this Code of Conduct Policy as necessary.
- 8.2 Members will be informed of any changes, and it is their responsibility to review and comply with the revised policy.

## Agreement to follow this policy

This Members' Code of Conduct Policy is fully supported by the WACA Board of Directors.

## Agreed by Board of Directors

**Signed:** 

**Date:** 9.4.26

**Name:** Helen Plaice

**Role:** Chair

**Due for Review:** 9.4.28

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