

4.4 SEC and TRCH Code of Conduct

Trustees, Employees and Volunteers

- agree to abide by this Code of Conduct. This enables SEC/TRCH to provide the best possible level of service for visitors, and reassures both visitors and partner organisations that all matters are handled in a business-like manner.
- agree to keep the interests of SEC and the centre users to the forefront at all times, and avoid any action which might bring the SEC or its users into disrepute
- support the SEC **Vision, Mission and Aims** [see p3 of document]

Meeting Conduct

Trustees, Employees and Volunteers should

- strive to attend meetings, sending apologies to the facilitator/chair for any unavoidable absences
- prepare for meetings by reading the agenda and any emails beforehand
- send out documents and papers in good time in advance of meetings
- endeavour to arrive on time and stay to the end
- listen to what others have to say
- keep an open mind
- contribute appropriately to discussions

Reliability

Trustees, Employees and Volunteers should

- try to do what they promise, and avoid letting other people down. If a person is unable to do what they have agreed, they should let any other people concerned know as soon as possible
- fulfil their responsibilities and report back on progress at the next meeting

Trustees, Employees or Volunteers who attend fewer than 50% of relevant meetings may be asked to discuss the barriers to their attendance with the facilitator/chair and may be asked to step down. However, all cases will be considered sympathetically on a case-by-case basis.

Working together

Trustees, Employees and Volunteers should

- treat each other with consideration, show regard for people's feelings and respect other people's contributions.
- react sensitively to differences of opinion, recognising and respecting different views.
- differences of opinion should be talked through and any group decisions made should be respected and accepted.
- encourage contributions from people who are new to SEC/TRCH, or those whose circumstances make them less involved in SEC/TRCH activities than others are.

Confidentiality

Trustees, Employees and Volunteers must respect everyone’s confidentiality, whether present or not, and refrain from mentioning specific individual cases which may cause embarrassment or identification of an individual unless the person gives their consent.

Personal Interests and Conflicts of Interest

Trustees, Employees and Volunteers must not use their position for personal gain. If someone is personally involved in an issue being discussed, they must accept that they may not be able to speak or vote if the group feels it is not right for them to do so.

Equality and Diversity

Trustees, Employees and Volunteers support SEC in working for the benefit of all, irrespective of race, age, sexuality, class, disability, gender, religious or political beliefs or appearance.

Money

SEC has clear basic guidelines for handling money in its Constitution. This includes keeping a bank account, numbers of signatures needed to authorise payments, maintaining accurate records of spending and income and providing regular finance reports to meetings. Full transparency is expected in all financial activities.

Breaking the Code of Conduct

The Trustees will consider any report of a breach of this Code of Conduct at their earliest opportunity. In responding to any breach, the Trustees will carry out whatever action they deem appropriate, in accordance with the SEC disciplinary guidelines, a copy of which is available on request.

Written by	Sarah Frazer and Fran Mosley
Policy approved by	SEC Trustees May 2024
Next review due	May 2025
Published	Google Drive

TRCH/SEC Statement of Core values: Vision, Mission, Aims

Our vision

We believe in a community that offers people equal opportunities to develop as physically, mentally, emotionally and spiritually healthy individuals and contributors to that community.

Our mission

Our mission is to

- act in service to the rights and needs of our citizens, and uphold the rights of Nature
- work in collaboration with individuals and community groups to provide a stable community space that serves the local community

Our aims

In opening up the Trinity Rooms as a community hub we aim to provide a place for activities which benefit the environment, and the health and well-being of local people, which improve social connection, tackle poverty and promote sustainable development. The aims of the hub are to benefit the community in Stroud, by

- improving skills and knowledge amongst the people of Stroud in relation to community resilience, low planetary impact living, preventing ecocide, healthy food;
- promoting the health of the environment and biodiversity;
- providing an accessible, affordable, safe and welcoming multi-purpose space for community benefit, including:
 - workshops, classes and social events
 - educational, artistic and community events and opportunities to bring nature, people and spirituality together
 - people and community organisations to come together to discuss common problems and devise solutions to them
 - facilities for community organisations that support community resilience, low planetary impact living, preventing ecocide, healthy food, health of our ecosystems
 - environment and biodiversity
 - a community cafe and other projects that improve social connection, tackle poverty and promote sustainable development