# SOP 19 - IWG CODE OF CONDUCT

## INTRODUCTION

The IWG is fully committed to safeguarding and promoting the wellbeing of all its members, guests, visitors and members of the public, ensuring a positive and enjoyable experience for all. The IWG believes that it is important that members, demonstrators, administrators and guests associated with the Guild should, at all times, show respect and understanding for the safety and welfare of others.

Members are encouraged to be open and frank at all times and share any concerns or complaints that they may have about any aspect of the Guild, its chapters or the conduct of its members.

Where the values outlined in this document are not adhered to, the IWG reserve the right to take appropriate action to correct this.

This SOP outlines expected behaviour from our members, demonstrators, administrators and guests.

## Be Welcoming

All members should respect the rights, dignity and worth of all participants regardless of age, gender, race, cultural background, religious beliefs, sexual identity and ability/experience.

## Be Considerate

All members should be a positive role model and treat all members with the level of respect you would expect to be shown to you

Bullying and harassment should never be tolerated.

Bullying and harassment includes, but is not limited to;

* Offensive verbal comments.
* Deliberate intimidation.
* Deliberate exclusion in any form.
* Stalking
* Photography or audio/video recording against reasonable consent.
* Inappropriate physical contact.
* Unwelcome sexual attention.
* Advocating for or encouraging any of the above.

Bullying or harassment does not need to be recognised as unwanted or unwelcome by anyone but the victim.

## 3. Be Careful in the Words You Use

All members should always use respectful language.

Don't intentionally expose a member to embarrassment or disparagement by the use of flippant or sarcastic remarks but rather be generous with praise.

This should be adhered to in both a verbal or written setting, be it in conversation, written reports or social media.

## 4. Recognise and Respect the Work of Your Organisers

Members should recognise the valuable contribution made by the chapter and national administrators and demonstrators who are usually volunteers. They give their time and resources to provide the craft of Woodturning to you.

Members should respect these fellow members and publicly accept any decisions made for the running and development of the chapters and organisation

## 5. Be Aware

Members should be aware of and understand the policy set out on Children and Vulnerable Adult Safeguarding.

## 6. Be Generous in Both Giving and Accepting Critique

Critique is a natural and important part of our skills development. Critiques should be kind, respectful, clear and constructive, focusing on goals and requirements rather than solely on personal preferences. Members should expect to give and receive criticism with grace (and should feel comfortable giving and accepting further clarification on any criticism given in a less public setting).

## 7. General

Members should not engage in any activity that may bring reputational damage to the IWG.

## 8. Disciplinary Actions

Members asked to cease any behavior that is contrary to Code of Conduct are expected to comply immediately. Any refusal or neglect by a member to comply with the code of conduct, or if a member engages in any conduct deemed by the Chapter committee to be contrary to the code of conduct, shall render a member liable for disciplinary action. It does not matter whether such behavior occurs on the Chapter premises or as a member taking part in Guild activities outside Chapter premises.

Complaints and or reports associated with the code of conduct against any member or members must be made in writing and given to the Honorary Secretary of the IWG Executive Committee. The complaint will then be considered by a minimum of at least five Executive members and a decision made if the complaint should be investigated. If a decision is made that no further action is needed, or the behavior is not contrary to the Code of Conduct, the chapter committee will be contacted and made aware of such a decision. If, however, the committee decides to follow through with an investigation, the committee will contact the member in writing. The member will be given a full and fair opportunity to present his/her case either orally and/or in writing at a time and place to be determined. At the conclusion of the representations, if any, which the member wishes to make, the committee will consider all material before it. A deliberation on any action to be taken may not be given immediately after the representation. Other information may need to be gathered.

If a complaint is made against a member of the Executive Committee, then that committee member will not play any part in deciding whether a complaint should be investigated. Further, they will not sit with other committee members in deliberation of their action or any determination of action or measures to be taken.

If the committee considers upon the material finally available to them, that the conduct of the member is not in keeping with the code of conduct, the committee will determine the appropriate action or measures to be taken. Such action may include suspension or termination of membership, suspension of specific rights and privileges or other such disciplinary measures as the committee at its absolute discretion determines.

A member who is disciplined because of misconduct will be notified by the Executive Committee in writing. Members have the right to appeal, which must be made in writing to the Committee within 14 days of receipt of their disciplinary notice.

## 9. Appeals Procedure.

A member who is dissatisfied with any disciplinary action taken against him/her may appeal to the Executive Committee against that action. Unless an appeal is lodged in writing within 14 days it will be assumed that the member accepts the Committee’s decision. Grounds for appeal are as follows:

\* An objection to the decision.

\* Additional information is made available.

\* The severity of the disciplinary action.

A failure by the Committee to follow procedures as detailed in this Code of Conduct.

Letters of appeal must be addressed to the Honorary Secretary and give full details under which the appeal is being brought.

## 10. Conduct of Appeals.

Appeals will be heard by the full Executive Committee of the Irish Woodturners Guild.

Whenever possible the Executive Committee will meet within 14 days of the appeal being lodged. The appellant will have an opportunity to present his/her case at the appeal. He/she will also have the right to be accompanied by a friend or representative at the appeal if desired.

The Executive Committee may confirm, amend, or reject the disciplinary action which is the subject of appeal. Where possible a decision will be given to the appellant immediately after the meeting and confirmed in writing later.

There is no further right of appeal against the Executive Committee’s decision.