



## **CODE OF CONDUCT FOR MEMBERS, FREEMEN, FRIENDS AND VISITORS TO THE COMPANY OF CUTLERS IN HALLAMSHIRE**

### **1. INTRODUCTION**

The Company of Cutlers in Hallamshire recognises the right of all Members, Freemen, Friends, visitors and staff, attending Cutlers' Hall, to be treated with respect and dignity, within an environment of mutual respect and tolerance. The Company expects all people to be treated on that basis.

### **2. SCOPE**

This Code of Conduct applies to all visitors to Cutlers' Hall in Sheffield, including Company Members, Freemen, Friends, guests and Company/agency staff. Members and Freemen are responsible for the conduct of their guests. Relevant managers are to ensure that all staff, including zero hours staff and agency staff are briefed regarding this code of conduct.

### **3. CONDUCT**

Visitors to the Cutlers' Hall are expected to behave in a manner which demonstrates respect for others and must not engage in any conduct or activity which is abusive, threatening or offensive to staff and/or other visitors to the Company. Such behaviour may amount to harassment or bullying, as defined in law.

#### **WHAT IS HARASSMENT?**

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.

Harassment also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable, even if it does not fall within any of these categories.

Harassment may include, for example:

- Unwanted physical conduct or “horse play”, including touching, pinching and grabbing;
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- Offensive emails, text messages or social media content; and/or
- Mocking, mimicking or belittling a person’s disability.

A person may be harassed even if they were not the intended “target”. For example, a person may be harassed by racist jokes about a different ethnic group, if the jokes create an offensive environment.

## **WHAT IS BULLYING?**

Bullying is offensive, intimidating, malicious or insulting behaviour, involving the misuse of power, that can make a person feel vulnerable, or upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.

Bullying can take the form of physical, verbal and nonverbal conduct. Bullying may include, by way of example:

- Physical or psychological threats;
- Overbearing and intimidating levels of supervision; and/or
- Inappropriate derogatory remarks about someone’s performance.

Legitimate, reasonable and constructive criticism of a member of staff’s performance or behaviour, or reasonable instructions given to members of staff in the course of their employment, will not amount to bullying on their own.

## **4. GENERAL CONDUCT**

Set out below are further examples of behaviour which the Company of Cutlers in Hallamshire considers to be unacceptable and which will not be tolerated, whether or not it amounts to harassment or bullying, as outlined above:

- Offensive behaviour under the influence of alcohol;
- Suspected use of illegal substances;
- Causing a nuisance or disturbance;
- Unreasonable demands of staff;
- Foul, racist or otherwise offensive language;
- Aggressive or violent behaviour;
- Suspected theft; trespass into staff-only areas.

## **5. HEALTH AND SAFETY**

All Members, Freemen, Visitors and their guests are expected to treat the Cutlers’ Hall and its facilities with care and respect and to be vigilant for their own safety and security while visiting the premises. They must not engage in any conduct or activity which may cause a danger to themselves, staff and/or other visitors.

Members, Freeman and visitors must not interfere with or try to access those parts of the premises for which public/member access is indicated by the Company, or a member of staff as being unauthorised.

## 6. ACTION

If a Member, Freeman or visitor engages in any behaviour or activity which amounts to a breach of this Code of Conduct, the Company may (as appropriate):

- Rescind the status of the Member or Freeman, either temporarily or permanently;
- Exclude the Member, Freeman or visitor from Cutlers' Hall, either on a temporary or permanent basis;
- Terminate the event for which the Member, Freeman or visitor is attending at the Cutlers' Hall; and/or
- Notify the relevant authorities, which could include legal and law enforcement.

Any decision regarding appropriate action will be entirely at the discretion of the Master, the Wardens and the Clerk of the Company of Cutlers in Hallamshire. In such circumstances, the Company shall not be liable:

- To provide a refund or reduction for any payments made by, or on behalf of the individual(s) concerned; and/or
- For any other loss (including consequential loss), damage costs or liability suffered or incurred as a result of the action taken by the Company.

## 7. COMPLAINTS

All Members, Freeman and visitors have the right to complain under this policy, if they believe that they have been treated unfairly, discriminated against, subjected to unacceptable behaviour or bad language, or have a specific issue that they wish to draw to the attention of the Company.

Complaints should, in the first instance, be made to the Clerk or, where otherwise judged appropriate, to the Master and/or Wardens of the Company. Complaints can be submitted in writing, orally or by Email. Contact details will be made available on request.

All complaints are to be:

- Acknowledged within 5 working days;
- Thoroughly investigated; and
- Treated in confidence.

## 8. SUMMARY

The principles of the Code of Conduct are fundamental to how we operate. We will regularly review the contents to ensure those principles are applied to emerging trends that affect the Company's ways of working. We all have a responsibility to understand our Code of Conduct, to follow its guidance and to ensure an environment in which we can speak up confidently, if we have questions or concerns.