

Right Up Our Street's Code of Conduct for Community Advisors

Thank you for being a Community Advisor for Right Up Our Street. We really appreciate you volunteering your own time to advise the programme. As a Community Advisor your role will be to help shape the RUOS project by ensuring its reach and relevance is felt across the borough, focusing specifically on hard to reach and underserved communities.

We want the Community Advisors Group to be an open space where all voices are heard. By attending this meeting, you are agreeing to comply with the following code of conduct. This agreement sets out our commitment and what we ask from you. It is not intended to be legally binding.

We are committed to:

- Providing a welcoming experience
- Ensuring you are kept up to date and feel comfortable attending meetings whenever you are available
- Respecting the time commitment you have agreed to give us and not to expect more from you unless you agree
- Giving you the space to voice your opinion in a way that is most comfortable to you
- Ensuring that you are treated fairly and in accordance with our Anti-Discrimination and Anti-Harassment Policy
- Enforcing a zero-tolerance approach towards bullying, harassment or discrimination. Participants may be asked to leave should they breach this.
- Ensuring that RUOS acknowledge all points made during these sessions and adapt the programme in a way they see suitable and beneficial to engaging more people in arts and culture in Doncaster

As a volunteer, I undertake:

- To treat my fellow Community Advisors as well as RUOS volunteers and staff fairly and with respect
- To encourage open and constructive communication with other Community Advisors and members of staff and be respectful of all voices
- To not talk over or prevent other members from talking
- To undertake my role to the best of my ability and to be reliable and engaged
- To keep agreed private information about Community Advisors, volunteers, staff and the programme confidential
- To create an open space where every Community Advisor feels comfortable and heard
- To follow RUOS' aims, objectives, policies and procedures including safeguarding, health and safety, and the anti-discrimination and anti-harassment policies
- To inform RUOS staff if I no longer wish to receive emails or information from the Community Advisor group

Anti-Discrimination Policy

Right Up Our Street, its staff, volunteers, board and all aspects of its operation and at all levels of the organisation shall not tolerate acts of discrimination and shall address any intentional or unintentional acts of discrimination towards an individual or a group of people that creates barriers to access or inclusion; and/or any discriminatory behaviour or language on the basis of:

- Race
- Ethnicity
- Ancestry
- Religion
- Age
- Socio-economic class
- Ability
- Gender identity
- Sexual orientation
- Gender reassignment
- Pregnancy and maternity
- Body size
- Receipt of public assistance
- Political affiliation
- Level of literacy / education
- Immigration status
- Mental health status
- Health status
- Record of offences
- Any other protected status under anti-discrimination legislation

If someone makes you or anyone else feel unsafe or unwelcome, please report it as soon as possible. You can lodge a complaint with a member of staff or anonymously on our website. Harassment and other code of conduct violations reduce the value of our spaces and events for everyone. Anyone asked to stop unacceptable behaviour is expected to comply immediately. We want you to be happy and safe.

Anti-Harassment Policy

Right Up Our Street is dedicated to providing safe spaces, free from harassment and discrimination for our staff, membership and community, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, ethnicity, nationality, religion, age, language, socioeconomic standing, or otherwise. We do not tolerate harassment in any form.

Harassment includes, but is not limited to:

- Offensive, derogatory, threatening, aggressive, or silencing comments (related to gender, gender identity + expression, sexual orientation, disability, physical appearance, age, language, body size, race, ethnicity, nationality, religion, socioeconomic standing, or otherwise)
- Unwelcome comments regarding a person's lifestyle choices and practices, including those related to food, health, parenting, drugs, and employment.
- Threats and incitements of violence
- Deliberate intimidation
- Sustained disruption of discussion, disruption of events, programmes, or meetings
- Continued one-on-one communication after requests to cease
- Violence, intimidation, stalking, cyber-stalking, or unwanted following of a person
- Physical contact without consent or after a request to stop
- Pattern of inappropriate social contact, such as requesting/assuming inappropriate levels of intimacy with others
- Unwelcome sexual attention
- Persistent micro-aggressions in the form of comments, jokes, questions or otherwise
- Deliberate misgendering or use of 'dead' or rejected names
- Advocating or encouraging any of the above behaviour

If a participant engages in harassing behaviour, Right Up Our Street retains the right to take any actions to keep the event a welcoming environment for all participants. This includes warning the offender or a ban, whether temporary or permanent, from Right Up Our Street's meetings, events and digital platforms.

Conflict Resolution Process

If a participant engages in harassing behaviour, Right Up Our Street retains the right to take any actions to keep the event a welcoming environment for all participants. This includes warning the offender or a ban, whether temporary or permanent, from Right Up Our Street's meetings, events and digital platforms.

We are committed to a robust conflict resolution process in order to foster safe spaces for our members. This process follows the risk register set out in RUOS' Phase 4 Business Plan. If you have any issues or concerns, please be aware of our process as follows:

1. **DIY:** If comfortable to do so, we strongly encourage the parties involved to speak to one another directly - where safe and appropriate- If this approach is not possible, any issues or concerns can be escalated in the following ways:
2. **An informal complaint:** An informal complaint is anonymous and will be taken seriously but does not involve an official investigation unless the matter is deemed to be serious. This can be lodged via a staff member or our contact form on our website.
3. **A formal complaint:** A formal complaint is investigated and engages both the complainant and complainees directly. It is a matter of record and often engages senior leadership and mediators. All complaints can be lodged with RUOS staff and will be escalated to the RUOS Project Director and/ the Consortium board. If a complaint involves a RUOS member of staff, the complaint should be lodged with DCLT's HR department at hr@dclt.co.uk
4. **Mediation:** This facilitated type of conflict resolution involves an objective third party. If mediation is deemed to be the appropriate process, a discussion occurs with someone from our staff and/or board in conjunction with the affected parties to select an appropriate trained mediator. Mediation may take the form of a transformative justice process, reconciliatory meeting(s), a facilitated conversation etc. Mediation may result in: removal from events or meetings, permanent ban or further actions at the discretion of the Mediator and RUOS.