

WEST LAW ALLOTMENT ASSOCIATION CODE OF CONDUCT

The Committee value the right of each member to enjoy the benefits of using the allotments while contributing to a harmonious, safe and productive work environment. The members should be aware of their rights and procedures if they feel they are being bullied or harassed as the Committee will not tolerate any aggression, threatening or bullying behaviour and will take appropriate action to safeguard a safe environment.

Members are expected to:

- Act according to the Constitution and Rules.
- Treat members of the Association with respect, courtesy, honesty and fairness and have a proper regard for their interests, safety and welfare.
- Not harass, bully, assault or discriminate against members of the Association.
- Not bring the Association into disrepute.

Harassment is any unwanted behaviour which is improper, offensive and humiliating which may threaten a person, create an intimidating, hostile and stressful environment or cause personal offence, injury or damage to other plot holders or any vandalism to members plots.

- Offensive language, including innuendo, mockery, ridicule and obscenity.
- Showing undue irritation or anger on a regular basis with unreasonable treatment of others.
- Spreading malicious rumours.
- Offensive language which is related to age, gender, race, disability, religion or sexual orientation.

Bullying is defined as persistent, offensive, abusive, intimidating, malicious or insulting behaviour, abuse of power, which makes the recipient feel upset, threatened, humiliated and vulnerable which undermines their self-confidence and cause them to suffer stress. Bullying and harassment are not always face to face.

Assault is seen as kicking, biting, punching, spitting and sexual assault. Non-physical violence includes physical posturing, threatening gestures and abusive phone calls.

If anyone feels that they have been bullied or harassed they should make their concerns known to the Committee or a Committee member. The Committee states that all parties involved in a complaint have a right to an impartial and objective investigation and have a responsibility for co-operating with an investigation.

Information given to the Committee will be dealt with in the strictest confidence and acted upon within seven days of the reported incident.

Conduct at Meetings.

- Members of the Association should follow the guidance of the Chair in the conduct of the meeting.
- Members must be courteous to each other at all times and allow each other to speak.
- Members must remember that the purpose of the meeting is to the benefit of the Association.
- If members attending the meeting do not abide by the Code they will be warned by the Chair that they may be asked to leave the meeting. If the person continues to ignore the Code and refuses to leave the meeting after being warned then the Chair has the power to close the meeting.
- If a member is involved in matters relating to the Association which may be in anyway detrimental to individual members or Committee members a complaint may be raised with the committee at a meeting or in writing.

Conduct of the Committee.

- Committee members should make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures.
- Committee members should observe collective responsibility for Committee decisions.
- Committee members should respect all individual members' confidentiality. Information about individual plot holders will not be discussed at public meetings.

Disciplinary Procedures.

The Management Committee are in Office to protect the Association's member. If there is a breach of the Code of Conduct or Constitution then written warnings will be issued.

- a) First warning letter(dated) – advising that the situation must change. If there is no change in behaviour on receipt of this warning then the plot holder is at risk of losing tenancy.
- b) Eviction notice(dated) – The plot holder will have 7 days to remove all belongings from the site

and return their site key to the Treasurer.

November 2016

References: DDC Personal Harassment Policy, Employee Handbook 2013.
DDC Guidance on Lone Working and Violence, Employee Handbook, 2010.
Health and Safety Executive, 1988.
DDC Allotments Welcome Pack, 2013.
NHS Tayside Policies, 2013.
DVA Harassment and Bullying Policy.
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