**Respect - the OutdoorLads Code of Conduct.**

We have one simple rule for everyone in OutdoorLads:

“Treat our volunteers, staff and members with respect”.

In practice this means we expect our members to:

* Be polite and considerate when communicating with our staff, volunteers and other members.
* Never do anything that would prevent another member from enjoying one of our events, or endangers the safety of another member.
* Never do anything that would damage the reputation of the charity or restrict its ability to operate.
* Recognise that our volunteers are giving their time so that you can enjoy the benefits of being a member of OutdoorLads.

**The small print.**

**Who does this Code of Conduct apply to?**

* Any paid or pay-as-you-go member of OutdoorLads who attends an OutdoorLads event that is listed on our website.
* Members of OutdoorLads also includes Leaders, Coordinators and Trustee’s of the charity.

**Who does this policy not apply to?**

* Non-members of OutdoorLads.
* Non OutdoorLads events or meet ups.
* OutdoorLads members of staff (who are covered by our HR procedures).

What happens if an allegation of a breach of the code-of-conduct against a member is made?

**An alleged breach of a code-of-conduct can be made in a number of ways:**

* Reported by another member.
* Reported by a leader of an event.
* Reported by a leader attending an event.
* Reported by a member of staff.
* Reported by an Organiser/ Coordinator or Trustee.
* Reported by a member of OutdoorLads staff.
* Reported by a partner or supplier or OutdoorLads, eg YHA.
* Reported by a member of the public.

**How is an alleged breach reported?**

This can be done through:

1. Emailing Support@outdoorlads.com
2. Emailing a member of the [Trustee Board](https://www.outdoorlads.com/meet-team)

**Investigation:**

1. The initial investigation will be undertaken by a member of OutdoorLads staff or nominated OutdoorLads Trustee who will gather information and may consult or consider the following:
	1. The subject of a code of conduct allegation
	2. Previous allegations or breaches of the code of conduct
	3. Event leader/s
	4. Other OutdoorLads members
	5. Organisers, regional co-ordinators, or trustees
	6. Third Party providers/suppliers
	7. Non-OutdoorLads member
2. This will be presented to 3 members of the OutdoorLads Trustee Board who will review the evidence collected to establish a.) if a breach of the code occurred and b.) what the outcome should be.

**Alleged Breaches of a Serious Nature:**

If the grounds of the alleged breach are of significant or serious nature, they may be referred to the OutdoorLads Chair, Vice-Chair or full Trustee Board for immediate consideration:

* Complaints involving a threat of harm to an OutdoorLads member or OutdoorLads staff member.
* Issues of serious reputational damage.
* Issues of a highly sensitive nature.
* Illegal criminal action.

**Outcomes**

If we feel that you have failed to “treat our volunteers, staff and members with respect” we may take one or more of the following actions:

1. Write to you reminding you of our code of conduct and asking you to moderate your behaviour or communications.
2. Write to you formally telling you that your behaviour or communications do not meet our standards and that we may terminate your membership should there be further breaches of our code.
3. Write to you to tell you that we have terminated your membership.

**Your Right to Appeal**

You have two grounds on which to appeal the outcome:

1. Evidence or new information has come to light, or was not available to the Trustees at the time of their investigation.
2. Evidence that the Code-of-Conduct policy and procedure was not followed.

You must submit your appeal within 30 days of the outcome of the Code-of-Conduct review. Anything received after that deadline will not be considered.

Your appeal will be reviewed by a member of the Trustee Board not involved in the initial investigation.

The investigating trustee will have the power to:

1. Uphold the original outcome.
2. Present new information for reconsideration.
3. Reinvestigate the original breach allegation.

At the outcome of this appeal, you will be written to explaining the conclusion of the appeal and listing any outcomes if applicable.

Once the appeal has been concluded the outcome is final.