

Code of Conduct for the Bath Gardening Club & Horticultural Society (BGC)

The BGC is a volunteer organization committed to fostering an environment in which everyone we engage with is treated with dignity, respect and courtesy.

Part A

All members of the BGC shall conduct themselves in a manner such that:

1. Supports and acts in the best interest of BGC during all meetings and events
2. Is respectful of cultural and linguistic diversity and life circumstances.
3. Gives respect to diverse and opposing viewpoints.
4. Cannot be perceived as, or actually engage in harassment or abuse as defined below. (Part B)

Part B

Definitions

1. **Harassment:**

Harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or people, because of a particular characteristic of that person or people. The behaviour must be the sort of behaviour a reasonable person would recognize as unwelcome.

2. **Abuse:**

Abuse can be defined as, but not limited to any act of threat involving molestation, harassment, corporal punishment or any form of physical, sexual or mental abuse, as well as the misuse of power or authority.

Complaints Procedure for Code of Conduct

If a Member is alleged to be in breach of the Code of Conduct, a complaint can be made against them either by the person directly affected or by anyone who witnesses the breach.

Complaints will be:

- ❖ dealt with promptly and resolved as quickly as possible
- ❖ any review will be confidential, fair, impartial, and respectful to all parties.
- ❖ any decision will be shared with the person filing the complaint and to the person to which the breach is alleged.

Complaint Process:

1. The complainant is encouraged to speak to the alleged offender (if they feel safe to do so) and try to resolve the issue themselves.
2. If an informal resolution cannot be reached, then a formal complaint should be made in writing to the Complaint Resolution Mediator (Mediator). This complaint should contain the following information: Who/What/Where/When and the effect it had on the complainant.
3. The Mediator will work with all parties to attempt to reach an appropriate resolution. The mediator may involve the president and/or up to two executive members as needed.
4. If a resolution cannot be reached, the matter will be referred to OHA District 3 Director/Code of Conduct Committee
5. The OHA Code of Conduct Committee would be the next and final step.

* Should the Mediator be the person alleged to be in breach, the complaint should go to the President directly.

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