

CODE OF CONDUCT

How we act, together, as trustees, volunteers, and representatives of the Society

1. Purpose and Who This Applies To

This Code sets out the standards of behaviour expected of everyone who acts for South Asian Society (Devon and Cornwall) ("the Society"). It applies to all trustees and associate trustees, volunteers, members of the Youth Advisory Group, and anyone else representing the Society at events, in meetings, or online. It helps us protect our reputation, treat one another well, and keep our focus on serving the community.

2. Our Values

- Respect — we treat everyone with courtesy and dignity, including when we disagree.
- Inclusion — we welcome people of every faith, region, language, background, age, and ability.
- Integrity — we act honestly, openly, and in the best interests of the Society.
- Contribution — we do not only discuss ideas; we help deliver them.
- Accountability — we do what we say we will and say so early if we cannot.

3. Standards of Behaviour for Everyone

- Treat others with courtesy, fairness, and respect, and listen to views different from your own.
- Do not bully, harass, discriminate against, or demean anyone, in person or online, whether on grounds of religion, ethnicity, nationality, region, language, gender, sexuality, age, disability, or any other characteristic.
- Be welcoming to newcomers and to people from all parts of the diverse South Asian and wider community.
- Behave responsibly at events and activities, follow venue rules and health and safety instructions, and do not take part in a way that impairs your ability to fulfil your role.
- Never use the Society's name, funds, or position for personal gain.

4. Additional Expectations of Trustees

- Act in the best interests of the Society and its beneficiaries at all times, within the Constitution and charity law.
- Contribute actively: attend Board meetings, and initiate, lead, or support at least one event or activity each year, as set out in the Trustee Role Descriptor.
- Debate respectfully and with dignity. Seek consensus first; where it cannot be reached, a majority Board decision applies in line with the Constitution, and all trustees will support the outcome (collective responsibility).
- Declare any conflict of interest, financial or personal, as soon as it arises, and step back from related decisions where the Board asks.
- Use Society funds only for charitable purposes, follow its financial procedures, and refuse gifts or hospitality that could influence a decision.
- Keep Board discussions confidential until a decision is formally communicated.

5. Safeguarding Children, Young People, and Adults at Risk

- Follow the Society's Safeguarding Policy at all times.
- Never be alone with a child or young person during Society activities and avoid private one-to-one messaging with under-18s unless explicitly consented by parents or carers.
- Report any concern, disclosure, or allegation to the Safeguarding Lead within 24 hours, and never promise confidentiality or investigate yourself.
- Obtain written consent before photographing or filming any child or young person.

6. Communications, Social Media, and Neutrality

- Only speak on behalf of the Society if you have been authorised to do so.
- Be respectful and accurate online. Do not post confidential information, or content that could embarrass the Society or the people it serves.
- The Society is non-party political. You may hold personal political views, but must not use the Society's name, events, or platforms to campaign for any party or candidate.
- Content produced by the Youth Advisory Group is reviewed before publishing, as set out in its Charter.

7. Personal Data and Confidentiality

Treat personal information about members, attendees, and volunteers with care, in line with UK data protection law. Collect only what you need, keep it secure, share it only with those who need it, and report any data loss or breach to the Chair straight away.

8. Raising Concerns and Dealing with Breaches

If you are concerned about someone's conduct, raise it first with the person if you feel able, or with the Chair; if the concern is about the Chair, raise it with another trustee. We aim to resolve concerns fairly, promptly, and informally wherever possible. Serious or repeated breaches will be considered by the Board, which may issue a warning or take further action as permitted by the Constitution. No one will be treated unfairly for raising a concern in good faith.

Read alongside the Society's Constitution & Safeguarding Policy.