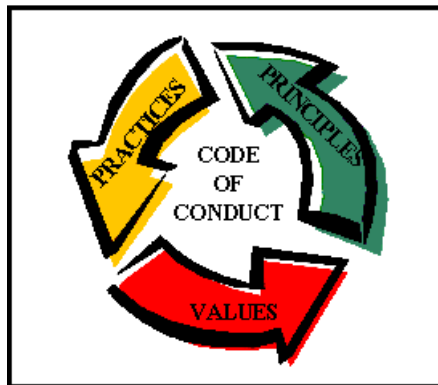




Arts 4 Wellbeing Ltd. Incorporated in England under No.3106834 Registered Charity
No.1052496

10 Derby Terrace, South Shields Tyne & Wear NE33 4PN
Tel: 0191 4544004 Fax: 0191 4547638

Code of Conduct



Why do we need a Code of Conduct?

- To provide a safe environment for those who attend
- A standard of acceptable behaviour has been agreed and every one has to stick by it.
- It is important that EVERYONE is treated with equal respect.

Equal opportunities statement:-

Everyone should and will be treated equally irrespective of their gender, race, cultural, ethnic or national origins, colour, religious beliefs, sexual orientation, marital status, domestic circumstances, appearance, political beliefs, trade union activity, age, diet, physical or learning disabilities, mental health state, non-relevant convictions spent or otherwise, educational history.



Confidentiality

It is important to respect everyone's privacy and not to repeat or divulge and conversations or incidents which may happen unless you have permission from those involved. It is also important to respect others work this includes sketchbooks, portfolios and computer folders etc. Individuals are asked to get permission before looking through any of the above works.

Health and Safety:-

Directors, employees, sub-contractors, volunteers, members and visitors have a duty to read and comply with the Health & Safety policy.



Unacceptable behaviour:-

Bringing alcohol, un-prescribed or illegal drugs on the premises OR being noticeably under their influence.



Sexual harassment including unwanted touching and/or comments. No Overt displays of a sexual nature.



Physically or verbally attacking any persons for example name calling or inappropriate references to another person. Behaving in an aggressive or threatening manner, this includes threats of violence or intimidation.



Theft



Inappropriate use of resources



Use of inappropriate language.



- Any actions that could bring 'Arts 4 Wellbeing' into disrepute.

Conflicts between individuals

In a busy environment with lots of people it is inevitable that from time to time people will have disagreements. We would ask that respect is given to others views and others have a right to their own opinions. However that standard of acceptable behaviour applies.

How to Act

It is important that members as well as staff and artists take all necessary steps to ensure that the Code of Conduct is adhered to and challenge any behaviour that is contrary to its letter or spirit.

It's up to us all to make it work!

If any one breaches this Code of Conduct then the management **MUST** be informed.

A serious breach will result in exclusion either permanently or for a set period.

Warnings will be issued and recorded for less serious breaches. Persistent disregard will result in exclusion either permanently or for a set period. A serious breach or persistent disregard will be reported to the Board of Directors. Any person excluded will be reported to the Board of Directors and have a right of appeal to the Board of Directors whose decision is final.

