



Code of Conduct

1. Purpose

A primary goal of Creating Space For You CIC is to welcome and be accessible to everyone we are in contact with, including those from the most varied and diverse backgrounds possible. As such, we are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status, or religion.

This Code of Conduct outlines our expectations for all those who participate in our work, as well as the consequences for unacceptable behaviour.

We invite all those who participate in CREATING SPACE FOR YOU CIC to help us create safe and positive experiences for everyone.

2. Positive Culture

An additional aim of this Code of Conduct is to continuously develop the positive culture by encouraging people in contact with CREATING SPACE FOR YOU CIC to recognise and strengthen the relationships between our actions and their effects on our community.

Communities mirror the societies in which they exist and positive action is essential for us all to counteract the many forms of inequality and abuses of power that exist in society.

If you see someone who is making an extra effort to ensure our community is welcoming, friendly, and encourages all participants to contribute to the fullest extent, we want to know. We would like to celebrate that regularly.

3. Expected Behaviour

The following behaviours are expected and requested of everyone involved in Creating Space For You CIC work:

- Participate in an authentic and active way. In doing so, you contribute to the health and sustainability of this work.
- Exercise consideration and respect in your speech and actions.
- Attempt collaboration before conflict.



- Refrain from demeaning, discriminatory, or harassing behaviour and speech.
- Be mindful of your surroundings and of your fellow participants. Let us know if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential. Our contact details are at the end of this document.
- Keep to timings that have been arranged including starting and finishing sessions promptly.
- Ensure you dress appropriately for the situation.
- Remember that venues may be shared with members of the public; please be respectful to everyone who uses these locations.
- CREATING SPACE FOR YOU CIC coaches and facilitators are to follow the client's agenda in the first instance and throughout the coaching / facilitation process where possible.
- CREATING SPACE FOR YOU CIC coaches and facilitators are to work in line with the contract at all times. Please see your contract for further details.

4. Unacceptable Behaviour

The following behaviours are considered harassment and are unacceptable within our community:

- Violence, threats of violence or violent language directed against another person.
- Sexist, racist, homophobic, transphobic, ableist or otherwise discriminatory jokes and language.
- Posting or displaying sexually explicit or violent material.
- Posting or threatening to post other people's personally identifying information ("doxing").
- Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability.
- Inappropriate photography or recording.
- Inappropriate physical contact. You should have someone's consent before touching them.



- Unwelcome sexual attention. This includes, sexualized comments or jokes; inappropriate touching, groping, and unwelcomed sexual advances.
- Deliberate intimidation, stalking or following (online or in person).
- Advocating for, or encouraging, any of the above behaviour.
- Sustained disruption of CREATING SPACE FOR YOU CIC work, including talks and presentations.

5. Weapons Policy

No weapons will be allowed at CREATING SPACE FOR YOU CIC events, work spaces, or in other spaces covered by the scope of this Code of Conduct. Weapons include but are not limited to guns, explosives (including fireworks), and large knives such as those used for hunting or display, as well as any other item used for the purpose of causing injury or harm to others. Anyone seen in possession of one of these items will be asked to leave immediately, and will only be allowed to return without the weapon. Clients are further expected to comply with all state and local laws on this matter.

6. Consequences of Unacceptable Behaviour

Unacceptable behaviour from any person involved in CREATING SPACE FOR YOU CIC work, including senior staff and those with decision-making authority, will not be tolerated.

Anyone asked to stop unacceptable behaviour is expected to comply immediately.

If a client engages in unacceptable behaviour, the management may take any action they deem appropriate, up to and including a temporary ban or permanent exclusion from CREATING SPACE FOR YOU CIC work without warning (and without refund in the case of a paid event).

7. Reporting Guidelines

If you are subject to or witness unacceptable behaviour, or have any other concerns, please notify the management of CREATING SPACE FOR YOU CIC as soon as possible. Please see the end of this document for contact details.

You may also wish to refer to the Complaints Policy for further details on making a formal complaint.



8. Addressing Grievances

If you feel you have been falsely or unfairly accused of violating this Code of Conduct, you should notify CREATING SPACE FOR YOU CIC with a concise description of your grievance. Your grievance will be handled in accordance with our existing governing policies, including the Complaints Procedure.

9. Scope

We expect everyone involved in CREATING SPACE FOR YOU CIC work (staff, volunteers, clients and other stakeholders) to abide by this Code of Conduct in all CREATING SPACE FOR YOU CIC-related work environments. This includes online and in-person, as well as in all communications pertaining to the work.

10. Contact information

Charlie Mitchell, Director
Creating Space For You CIC
Registered address:
The Mews,
Little Brunswick St,
Huddersfield,
HD1 5JL
charlie@creatingspace4u.net
07870 498886
www.creatingspace4u.net

Date of policy review: 07/10/2024

Date of next policy review: 07/10/2024