

Several Seats CIC



Code of Conduct

Our Policy





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Statement of Policy and Purpose

The purpose of this Code of Conduct is to ensure the highest standards of integrity, professionalism, and ethical behaviour at Several Seats C.I.C. It provides guidance for maintaining effective governance, transparency, and mutual respect between all individuals involved in the organization, including staff, volunteers, trustees, and service users. Compliance with this code is essential for promoting a safe, inclusive, and positive environment.

Principle 1: Honesty, Integrity, and Fairness

Several Seats C.I.C. upholds the principles of honesty, integrity, and fairness. All members, service users, and stakeholders must conduct themselves transparently, ensuring that decisions and actions are made impartially and ethically. Trust and respect between all parties are fundamental, and relationships should be mutually supportive, with a commitment to the organization's vision and values.

Principle 2: Equal Opportunity for All

Several Seats C.I.C. operates as an inclusive organization, ensuring that all individuals, regardless of race, gender, religion, sexual orientation, disability, age, or other protected characteristics, have equal access to its services and opportunities. Discrimination, prejudice, or exclusionary practices are strictly prohibited. All members are expected to promote inclusivity in all their interactions and activities.

Principle 3: Safety and Health Practices

Ensuring a safe and healthy environment for all is paramount. Several Seats C.I.C. adheres to all relevant health and safety regulations, and it is the responsibility of all members and users to act in a manner that promotes physical and emotional safety. This principle applies to both in-person activities and online interactions on the platform.

Principle 4: Confidentiality

Confidentiality is critical to maintaining trust within the organization. Any sensitive information shared within the platform or during activities must remain confidential and only be disclosed with the explicit consent of the relevant party. Any unauthorized disclosure of confidential or proprietary information is strictly prohibited and will result in disciplinary action.

Principle 5: Governance and Anti-Bullying

Several Seats C.I.C. maintains zero tolerance for bullying, harassment, or intimidation. All interactions, whether online or in person, must be respectful and free from any form of aggression, threats, or discrimination. Users who experience or witness such behaviour are encouraged to report it immediately. Appropriate actions, including suspension or removal from the platform, will be taken against violators.

Principle 6: Compliance with the Code

Every individual involved with Several Seats C.I.C. is required to comply with this Code of Conduct. A declaration confirming this understanding and commitment will be signed by all staff, volunteers, and users, and kept on record. Non-compliance or violation of this Code will result in disciplinary measures, and where criminal offenses are suspected, these will be reported to the relevant authorities.

Principle 7: Sanctions

In cases of a breach of this Code, Several Seats C.I.C. may impose sanctions depending on the severity of the violation. The ethics officer will conduct an investigation to understand the issue, following which a decision will be made and communicated via email. Sanctions may include:

- **Warning**
- **Private Contact**
- **Suspension**
- **Termination or Removal**

Principle 8: Reporting Violations

All staff, volunteers, and users have a duty to report any violations of this Code. Reports should be made in good faith, and retaliation against individuals who report violations is strictly prohibited. All reports will be handled confidentially and thoroughly investigated.

Conclusion

Compliance with this Code of Conduct ensures that Several Seats C.I.C. operates with the highest standards of governance, integrity, and safety. Any violations will be taken seriously, and appropriate actions will be taken to address and resolve issues in a fair and just manner.

