

## **HABERDASHERS' COMPANY CODE OF CONDUCT - GENERAL**

### **Purpose**

The Haberdashers' Company is made up of more than 1000+ members, from all walks of life. Beyond this, the wider Haberdasher community is even broader, including our schools and their alumni, our charity partners, our churches and our military affiliations. There is huge strength in our diversity, and we are deeply proud to be part of such an ancient organisation and a simultaneously flourishing modern Livery Company.

It is important that all members of the Haberdashers community feel welcome and included. You can support us to achieve this by following the principles below. Special attention is given separately to the contact with children and young people.

We all have a duty to uphold the reputation of the Haberdashers' Company. Whether you are visiting the Hall, our schools, charity partners or churches – you are always representing the Company. It is therefore expected that you follow these standards of professionalism and respect to create an environment that supports our shared goals.

The Code of Conduct sets out standards of behaviour expected from members of the Haberdashers' Company. It is not intended as a definitive guide covering every aspect of conduct, instead offering a set of core principles which the Court expects all members to adhere to which will avoid the Company being brought into disrepute. The Court is empowered to take appropriate disciplinary action if standards of behaviour fall below those outlined in the Code of Conduct, up to and including expulsion from the Company.

The Code of Conduct applies equally to all members of the Company, prospective members, and guests of members. All members and guests are encouraged to report any breaches of the Code of Conduct as soon as possible to the Clerk, or any other official representative of the Company (for example a Court Assistant). All reports will be handled sensitively and in strict confidence, both during and after investigation.

### **Responsibilities.**

Members are responsible for:

- **Ethical and safe conduct.** Avoid any actions that could be seen as unethical, such as making false claims, using company resources for personal gain, engaging in discriminatory behaviour, or engaging in illegal activities.
- **High standards of behaviour.** Ensure that behaviour is of the highest standard. This aligns with the Company's policies, including dress code, safeguarding procedures, and use of company resources.
- **Challenging and reporting.** If members or staff feel comfortable doing so, challenge poor or inappropriate behaviour. Any breaches of the Code of Conduct or inappropriate behaviour by members or staff should be notified to the Clerk as soon as possible. All reports will be handled confidentially.

### **Expected behaviour:**

- **Maintain professionalism.** Always act in a responsible manner that reflects the integrity of the Company.

- **Respectful interaction.** Treat all individuals with respect, including other members, staff, colleagues, and the wider Haberdasher community. Avoid any behaviour that could be perceived as disrespectful or offensive.
- **Uphold Company values:** Honour the purpose and values of the Haberdasher's Company, as well as those of our community partners.

**Commented [AW1]:** The Wardens asked that the values (as shown on the website) are included here.

## Our Purpose

To empower young people from every background to fulfil their potential, through our schools and by supporting their communities.

## Our Values

Igniting Potential: Empowering individuals to reach their full potential.

Fuelling Ambition:

Providing the tools and support for personal and professional growth.

Championing Opportunity:

Creating a world where everyone has the chance to thrive.

Forging Character:

Cultivating resilience, integrity, and a growth mindset.

Empowering Communities:

Supporting local initiatives and fostering positive change.

By following these guidelines, you can help ensure that the Haberdashers' Company continues to represent itself in a manner that is both professional and appropriate.

## Consequences of violating the code of conduct

If after an investigation by the Clerk it is determined that a breach of the Code of Conduct has been made, the Court will take disciplinary action depending on the severity of the breach. For members, the sanctions range from a warning about future conduct, to temporary suspension or termination of membership. For guests of members, sanctions range from a warning about future conduct to being banned from attending future Company or Haberdashers' schools' events. The Court may also take appropriate disciplinary action against the hosting member, if deemed necessary.

## **HABERDASHERS' COMPANY CODE OF CONDUCT – YOUNG PEOPLE**

### **Contact with children and young people**

As part of your membership of the Haberdashers' Company you are likely to interact with children and young people from Haberdasher schools. We all have a responsibility to keep children safe. The guidance below outlines the conduct that the Haberdashers' Company expects from all members and staff. The code is there to help us protect children and young people from abuse. Everyone taking part in our activities must agree to follow the code of behaviour.

### **Safeguarding context**

- School pupils normally visit Haberdashers' Hall under the supervision of school teaching staff.
- Visits to schools occur under school supervision and visitors must comply with school safeguarding, visitor and behaviour policies.
- Members of Haberdashers' Company staff and freelance staff who are responsible for schools' programmes will receive enhanced DBS checks and safeguarding training.

### **Responsibilities**

In your role at the Company you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with.

You are responsible for:

- If you have any concerns that a student may be at risk of harm, or you see or hear something that concerns you, reporting it immediately to the responsible teacher or, if unavailable, the Director for Schools & Estates. Do not discuss your concerns with the student, do not promise confidentiality and do not carry out an investigation.
- Prioritising the welfare of children and young people.
- Staying within the law at all times.
- Modelling good behaviour for children and young people to follow.
- Challenging all inappropriate behaviour and reporting any breaches of the Company code of conduct by Company members or staff to the Clerk of the Company.

### **Respecting children and young people**

You should:

- Listen to and respect children and young people at all times.
- Respect a young person's right to personal privacy.
- Treat children and young people fairly and without prejudice or discrimination, respecting differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief.

- Promote relationships that are based on openness, honesty, trust and respect.
- Avoid discussing sensitive issues with children and young people
- Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in.
- Ensure that whenever possible, there is more than one adult present during activities with children and young people.

### **Inappropriate behaviour**

You must not:

- Take any photographs or make recordings on personal devices or without school permission.
- Take unnecessary risks.
- Develop inappropriate relationships/make inappropriate promises.
- Engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- Let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account. If any form of follow up contact is required, this should be arranged via the school.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle children and young people.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- At social events, where alcohol is served to adults, give alcohol to children and young people or, yourself, become intoxicated.