

## Greener Littleover Code of Conduct

**Applies to:** All partners, collaborators, volunteers, event leaders, contractors, public sector staff, invited guests, participants, and observers involved in Greener Littleover meetings or events (in person, online, or hybrid).

### 1) Purpose & Scope

This Code sets shared expectations, so meetings and events are respectful, inclusive, safe, effective, and environmentally responsible. It enables Greener Littleover to coordinate community action for a greener Littleover while maintaining public trust and a welcoming environment for all.

This Code applies to:

- Partnership meetings, workshops and briefings
- Public events, stalls, walks, talks, volunteering sessions, and activities organised or led by Greener Littleover
- Online and hybrid events
- Pre-event planning, delivery, and follow-up

### 2) Our Shared Values

We commit to:

- **Working together** with openness, trust and constructive challenge.
- **Respect & dignity for all**—welcoming different backgrounds, economic situations and perspectives, and ensuring reasonable adjustments where possible.
- **Integrity & transparency** in decisions, interests, and use of resources. (See Conflicts & Interests)
- **Community-first sustainability**—minimising waste, travel impact, and carbon footprint in how we meet and follow-up.

### 3) Expectations of Behaviour (Before, During & After Meetings and Events)

#### Before

- Read agendas, briefings or event information and understand your role and responsibilities.
- Raise accessibility, inclusion or safeguarding needs in advance with the Chair, Event Lead or organiser.
- For events: follow agreed plans, risk assessments, safeguarding guidance, and communications.

#### During

- Be punctual and respectful of shared time and space.
- Keep contributions relevant, proportionate, and solution-focused.
- Listen actively; avoid interrupting or dominating discussions.
- Assume positive intent, challenge ideas, not people.
- Use inclusive, non-judgemental language.

- Make space for quieter voices and participants from different backgrounds.
- Zero tolerance for discrimination, harassment, bullying, intimidation, or victimisation.

#### **After**

- Complete agreed actions by the due date and flag risks or issues early
- Share outputs responsibly and in line with Data & Confidentiality requirements.
- Reflect on learning and improvements for future meetings or events.

#### **4) Behaviour at Greener Littleover Events (Public & Community-Facing)**

All Greener Littleover events must be welcoming, safe, inclusive and non-party-political.

##### **All Participants**

- Treat others with courtesy, patience and respect at all times
- Follow instructions from Event Leads and volunteers, including health & safety guidance.
- Respect the local community, venue, public spaces, and the environment.
- Do not engage in behaviour that could make others feel unsafe, excluded, or uncomfortable.
- Children and vulnerable adults must be treated with particular care and in line with safeguarding arrangements.

##### **Event Leaders, Partners, Volunteers & Representatives**

In addition to the above, you are expected to:

- Act as visible role models for Greener Littleover values and standards.
- Support inclusive participation and challenge inappropriate behaviour promptly and calmly.
- Avoid using your role, uniform, or authority for personal, organisational, or political promotion.
- Escalate safeguarding, safety or conduct concerns immediately to the Event Lead or designated contact.
- Follow agreed messaging, branding and media guidance.

##### **Zero-Tolerance Conduct at Events**

The following will not be tolerated at any Greener Littleover event:

- Discrimination, harassment, hate speech or abusive behaviour.
- Aggressive, threatening, or intimidating conduct
- Sexual harassment or unwanted physical contact
- Disruptive behaviour that undermines the purpose or safety of the event

The Event Lead has authority to ask individuals to modify behaviour, step away, or leave the event if required to protect participants or the integrity of the event.

#### **5) Party-Political Participation & Neutrality**

We welcome attendees who are members of, employed by, or otherwise represent a political party and appreciate your insights can be valuable to the community.

To protect the partnership's neutrality and maintain trust, the following applies:

- Contribute in a civic capacity: Input must be non-partisan, agenda-focused, and aimed at the wider community benefit, not party advantage. This reflects our existing commitment that our activities have no political affiliations.

- No campaigning or canvassing: Do not promote party manifestos, solicit support, seek endorsements, or use meetings for photo-ops/campaign content unless specifically agreed by email in advance.
- No party branding or materials: Please do not display or distribute party logos, slogans, or literature in meetings or associated partnership spaces unless specifically agreed by email in advance.
- At meetings declare relevant interests: If a party role or policy position creates a real or perceived conflict for a specific item, declare it to the Chair at the outset of that item. The Chair may ask you to refrain from discussion or decision-making for that item, and this will be recorded.
- Respect our tone and purpose: Keep contributions courteous, factual and solution-focused; challenge ideas, not individuals.
- If issues arise: The meeting chair may pause discussion, restate ground rules, or ask a participant to step back from an item. Repeated or serious breaches may lead to proportionate follow-up actions.

Why this matters: Greener Littleover is a collaborative, community-first partnership. A strictly non-party-political approach ensures everyone—regardless of affiliation—can participate confidently and constructively for the common good.

#### 6) Partnership Working Standards

- **Collaborative planning & delivery:** We coordinate programmes and events through shared schedules and timely communication.
- **Role clarity:** Unless agreed differently, Greener Littleover leads the overarching programme; partners support with aligned activities and resources as agreed.
- **Branding & logos:** Use Greener Littleover and Partner branding **only** as permitted by current agreements.

#### 7) Meeting Conduct & Decision-Making

- **Chairing:** The Chair facilitates balanced contributions and keeps time.
- **Consensus first:** We aim to decide by consensus. Where that is not possible, the Chair may call a simple majority vote.
- **Quorum & participation:** The Chair may defer a decision if key participants are absent or relevant interests are declared (see below).
- **Actions & minutes:** Decisions, rationales, and actions (with owners and dates) are recorded and shared promptly.

#### 8) Inclusion, Accessibility & Safeguarding

- Meetings and materials should be accessible; provide reasonable adjustments upon request (e.g., format changes, breaks, access needs)
- Be mindful of neurodiversity and varied communication styles; avoid jargon and allow processing time.
- Where young people or vulnerable groups are involved in agenda items or guest slots, apply partner safeguarding policies appropriately.

#### 9) Data Protection & Confidentiality

- Share only what is necessary for the agenda; avoid personal data unless essential and lawful.
- Treat sensitive information as confidential; do not forward documents or screenshots outside the partnership without permission.

- Recordings/screenshots require explicit consent stated by the Chair at the start of the item.

## 10) Interests & Conflicts

- **Declare early:** If you have a real or potential conflict (financial, organisational, personal), declare it to the Chair **before or at the start** of the meeting; it will be recorded.
- **Manage appropriately:** Depending on the item, you may be asked to refrain from discussion or voting. Failure to disclose may lead to action (including suspension from the group).

## 11) Photography, Recording and Images

To help everyone feel comfortable, safe and included, Greener Littleover applies clear rules in relation to photography and recording at meetings and events.

Greener Littleover, or a delegated event photographer, may take photographs at events for promotional and communications purposes. All photographs will be taken in line with safeguarding and data protection requirements and may be shared on request with partners, volunteers, public sector staff and political representatives.

- **Participant photography restrictions:** No photographs, video, audio recordings or livestreams of other participants may be taken unless this has been explicitly agreed by email in advance and authorised by the Chair or Event Lead.
- **Consent and transparency:** Even where advance approval exists, individual consent is always required. Identifiable photographs or recordings must not be taken covertly or without a person's knowledge.
- **No pressure to participate:** Participants must not ask, encourage or pressure others to join a photograph or recording. A refusal must be respected without question or explanation.
- **Scope and application:** These rules apply equally to all attendees, including partners, volunteers, public sector staff and political representatives.
- **Use of images:** Images must only be used for the purpose agreed in advance. Photographs or recordings must not be used for political, campaigning or promotional purposes unless this has been explicitly agreed in writing beforehand and all individuals featured have given informed consent.
- **Family and friends exception:** Participants may take photographs of their own direct family members and friendship group, provided no other participants are identifiable.
- **Safeguarding:** No photographs or recordings of children or vulnerable adults may be taken unless this has been explicitly agreed in advance and appropriate safeguarding arrangements are in place.

Where there is any uncertainty, participants should assume photography is not permitted. The Chair or Event Lead has authority to require photography to stop and to take proportionate action where this section is breached.

## 12) External Communications & Media

- Keep messaging factual, respectful, and non-party-political.
- Use agreed descriptions for programmes and events and apply branding per current SLA/brand guidance.

## 12) Environmental Responsibility (How We Meet and Run Events)

- Default to digital papers, where accessibility permits.
- Avoid single-use materials where possible.
- Promote low-carbon travel where feasible; consider hybrid attendance to reduce travel emissions.
- Minimise catering waste; recycle appropriately.
- Leave venues and public spaces in good condition.

## 13) Addressing Concerns & Breaches

- **Step 1 – Informal:** Any participant may give a courteous reminder of this Code.
- **Step 2 – Chair action:** The Chair may pause discussion, set ground rules, or move the item offline.
- **Step 3 – Proportionate measures:** The Chair (or a small panel) may agree follow-up such as mediation, written reminder, temporary exclusion from specific items (e.g., where conflicts exist), or—if serious/persistent—suspension from the group.

## 13) Review & Ownership

Greener Littleover reviews this Code **annually** or after any significant incident or change in a partnership arrangement/SLA.

### Acceptance

By attending a Greener Littleover led event or partnership meeting, you agree to uphold this Code.

### Agenda / Event Notice Statement:

*This meeting/event follows the Greener Littleover Code of Conduct. Please help us keep activities respectful, inclusive, non-party-political and environmentally responsible.*



# Greener Littleover