

The Society of Bookbinders
CIO number: 1204089

THE SOCIETY OF BOOKBINDERS CODE OF CONDUCT

1. This document covers the conduct expected of all individuals who are members of the Society of Bookbinders ('the Society'). It applies to all members who are involved in any way relating to the Society, including in person and online. Attention is drawn to this code particularly for those who are acting in some capacity on behalf of the Society, such as Trustees, members of Society committees including regional committees, activity managers, volunteers and speakers/demonstrators at Society events.
2. The Society is an open and inclusive organisation, adopting best practice to innovate and improve performance whilst maintaining long-standing values of professionalism and excellence. The effectiveness of the Trustees, National Management Committee and Regional Committees is enhanced by members and others working together and maintaining the highest standards of respect, trust and integrity.
3. The Society recognises the importance of those who take part in Society activities of any nature, including online (as mentioned in Clause 1) in achieving its aims, and values their expertise and enthusiastic support. It makes every effort to ensure all are appropriately supported and recognised for their individual and joint contributions.
4. The Society will provide guidance and support as appropriate for those who take part in Society activities to help them carry out their duties appropriately.
5. Where applicable, those who take part in organising Society activities will be provided with a clear definition of their role, and a point of contact for queries, including an estimation of time commitment and relevant training and policy compliance requirements.
6. All involved in Society events are expected to:
 - a. Exemplify professional behaviour in their relationships with the Society, its members and all who take part in Society activities.
 - b. Actively support best practice, respect diversity and equality, and promote professionalism.

- c. Accept the Society's vision, mission, strategy, and uphold values and behaviours and act as a member of the overall team in achieving these.
 - d. Promote the Society in a positive light, and safeguard its reputation and assets.
 - e. Not bring the Society into disrepute either within or outside Society activities.
 - f. Treat those with whom they work with respect. Those who take part in Society activities of any nature are responsible for ensuring that their behaviour does not cause offence or distress to others. Such behaviour may be classified as harassment and/or bullying.
 - g. Where applicable, take responsibility for discharging the duties of their role with due diligence.
 - h. Where applicable, undertake duties and make responses in a timely manner and make every effort to meet the commitment expectations of the role, ensuring attendance at meetings as required.
 - i. Where applicable, be willing to engage with training appropriate to their role and to accept that without doing so it may not be possible to serve within a particular role.
7. All involved in Society events or organisation are expected to:
- a. Report any breach or potential breach of this code that cannot be resolved informally to the Trustees, via any trustee or the Chair of Trustees. The trustees will investigate and decide what action may be necessary.
 - b. Any actions of any nature taken by regional committees regarding any breaches of this code must be reported as they happen to Trustees, via the Chair of Trustees or any trustee, as Trustees bear legal responsibility for the Society under the Charity Commission regulations.
8. **INSURANCE** Those who take part in Society activities are insured under the Society's general insurance policy except where other insurances are in place (e.g. hired coaches will have their own passenger liability insurance; conference venues are covered in a similar fashion).