

## **Code of Conduct**

To ensure that meetings are conducted in the spirit in which all opinions can be heard the following Code of Conduct will apply to all T&RA members and meetings.

1. To speak through the Chair, ensuring that you wait until you have been asked to make your contribution.
2. All members have a responsibility to conduct themselves in a way that does not cause offence to others or limits in any way their ability to participate in a meeting.
3. This includes racist, sexist or other derogatory remarks or actions, behaviour that intimidates people who are speaking or wish to speak, and preventing people from expressing their views through interrupting or talking whilst they are speaking.
4. The officers of the Association will point out to anyone who breaches this Code of Conduct that unacceptable behaviour will not be tolerated.
5. If the unacceptable behaviour persists, a motion will be put to the meeting to suspend the person from meetings.
6. Future participation by such persons will be dependent on a written commitment, sent to the Chair (or Vice Chair in the event of the Chair being the perpetrator), that such behaviour will not be repeated.
7. Further breaches of the Code of Conduct by such persons will result in their right to attend meetings being withdrawn.

## **Ground Rules for Meetings**

1. To ensure there is no racist, sexist, homophobic or discriminatory language towards people who are physically or mentally challenged or from different cultures and backgrounds.
2. To actively listen to what others have to say.
3. To respect the opinions of others as well as tolerance and patience.
4. To give honest and constructive feedback to each other in a helpful and non-confrontational manner. It also is important to say if you disagree with another and explain why.
5. To speak through the Chair, ensuring that you wait until you have been asked to make your contribution.