

Cromer Artspace Code of Conduct

Everyone who is involved with Cromer Artspace is responsible for their conduct and behaviour when they are carrying out their role and representing the charity. We are all committed to doing everything we can to ensure that Cromer Artspace is effective, open and accountable and everyone involved with the charity has supportive relationships with each other

The Code of Conduct will form part of the introduction to Cromer Artspace for all new starters and everyone will be asked to sign to say that they understand and accept its terms.

Everyone involved with Cromer Artspace commits to:

- Act honestly, responsibly and with integrity and in the best interests of Cromer Artspace at all times
- Act as an ambassador for the charity representing its values and aims, but not to speak on behalf of the Charity unless specifically authorised to do so
- Raise awareness of Cromer Artspace, communicating positively to others and leading by example
- Declare any conflicts of interest and not gain materially or financially from their involvement with Cromer Artspace
- Recognise and acknowledge everyone's contribution to the charity's work and its successes
- Be honest and truthful and as open as possible about all the decisions and actions taken
- Treat others with fairness, equality, dignity and respect
- Collaborate with others to achieve the aims and objectives of Cromer Artspace
- Have respect for diversity and promote inclusion in all of Cromer Artspace's activities
- Listen carefully and challenge respectfully and not use offensive, racist, discriminatory or abusive language
- Maintain the confidentiality of information about members of the public, volunteers and the charity
- Follow policies and procedures as laid out by Cromer Artspace
- Take responsibility for reporting Safeguarding incidents or concerns
- Dress in an appropriate way for the role and maintain an appropriate standard of personal hygiene.
- Be free from the effects of alcohol and drugs when representing Cromer Artspace
- Look after Cromer Artspace property and property entrusted to us by others, e.g. artists' work.
- Stay within the law at all times

Everyone involved in Cromer Artspace will be included in a review of the Code of Conduct every two years.