



Code of Conduct

Document history

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Author: Alison Heron	14 March 2025
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Policy statement: At Sew Positive we believe that everyone who comes into contact with us should be treated with dignity and respect – this includes staff, trustees, volunteers, participants, corporate partners, suppliers and contractors.

We want people to feel that they are in a safe and supportive environment. We do not tolerate any discrimination related to age, disability, gender identity, marriage and civil partnership status, pregnancy and maternity, race or nationality, religion or belief, sex, sexual orientation or class. In this regard, we will be swift to act in response to any allegations of discriminatory behaviour towards any person who comes into contact with Sew Positive.

Our responsibilities

We recognise we have a responsibility to create an inclusive culture beyond protected characteristics, and we strive to make Sew Positive a place free from harm or inappropriate behaviour. We aim to build a culture where people's wellbeing and mental health are valued.

As part of our culture around inclusion, we realise people experience harm in different ways, including in ways not immediately obvious. We will work to prevent this, helping facilitate communication in a safe environment and seek redress where it is needed. Unfortunately, harm can also be intentional and deliberate. On this, we will be uncompromising and robust in our approach.

We will

- Stand against and have a clear approach to prevent abuse of trust and power including bullying, intimidation, harassment, discrimination or victimisation
- Encourage a culture that supports the reporting and resolution of allegations, suspicions or concerns about abuse of any kind or inappropriate behaviour
- Ensure that anyone working or volunteering for Sew Positive understands the expectations placed upon them, and provides the relevant training to support them in meeting their responsibilities
- Ensure that anyone who works or volunteers for Sew Positive, or accesses its services, has access to proper support and advice if they
 - experience or witness unacceptable behaviour
 - raise a concern or make an allegation about the actions of others
 - don't feel safe.

Your responsibilities

You must

- Act with integrity, honesty, tolerance and kindness
- Comply with the charity's policies
- Undertake necessary training, where required
- Listen to and respect others, promoting relationships based on openness and trust
- Treat everyone fairly, without prejudice or discrimination
- Communicate and respect boundaries, bearing in mind that they are different for everyone, and ensure that the expression of any personal beliefs is tactful and professional, and does not compromise the right of other individuals across different services to feel safe and respected
- Use appropriate language
- Speak up if something makes you uncomfortable, or if you notice anyone else is uncomfortable
- Challenge unacceptable behaviour and report breaches of the Code of Conduct
- Keep any physical contact safe and socially appropriate
- Report any allegations or suspicions of abuse or fraud

- Respect personal privacy and keep personal information secure
- Ensure safe use of equipment
- Notify the charity if unable to fulfil commitments.

You must not

- Allow concerns or allegations to go unreported
- Develop inappropriate relationships
- Share personal contact details
- Send or accept social media friend requests to participants (to/from volunteers, staff, trustees or tutors)
- Make derogatory or sexually suggestive comments
- Attend a Sew Positive event/group under the influence of alcohol or substances. If anyone is suspected of intoxication they will be asked to leave and may not be readmitted to a service
- Bring alcohol, non-prescribed drugs or drug related items (paraphernalia) onto premises where Sew Positive events are being held
- Act in a threatening or intrusive manner
- Make inappropriate promises regarding confidentiality to vulnerable individuals.