

## **Code of Conduct**

Members and guests must comply with the Terms of Reference and Code of Conduct at all times

- Members must always be aware of their responsibilities to represent all tenants and leaseholders of the Borough, and to make decisions in an efficient, fair and responsible way.
- Members will provide new members with appropriate support and make them feel welcome at all times.
- Attendees shall treat each other, including forum members, Council Officers and guests of the Forum with respect at all times.
- Members shall conduct themselves in a manner that will not cause offence to others. Racist, sexist or inflammatory remarks or abusive behaviour will not be tolerated. The Chairperson has the right to warn a member of their behaviour. If they persist they will be asked to leave the meeting until further notice by the Chair. Within seven days the Chair and the Community Development Manager must arrange a date and time to hold a meeting (which must be held within 28 days of the incident) for them to discuss the incident and to make a decision on what action to take.

**A serious breach of any of the Forum's Code of Conduct may result in a member, following a majority vote, being asked to relinquish their position.**