|  |  |  |
| --- | --- | --- |
| To: | All Prospect representatives | November 20212021/01222 |

**Code of Conduct for Prospect Representatives**

Prospect is committed to building an inclusive environment where opportunities are open to all, diversity is valued, and where everybody can contribute without fear of harassment, prejudice or discrimination.

Prospect represents members across a broad range of industries and specialist disciplines. Our members are passionate about their professional roles, and they bring an incredible depth of knowledge and expertise to any debate.

This is a very real strength of Prospect, but on occasion it brings challenges. As individuals we will not agree with everyone, but we do respect those different perspectives. As individuals we will not like everyone, but we do engage respectfully with all people.

The purpose of this code of conduct is to set out the standards of behaviour that Prospect expects to protect this approach. The standards of behaviour that representatives expect and campaign for in their workplaces apply equally to engagement in Prospect activities.

A separate code of conduct sets out behavioural expectations of Prospect employees. Although routes to resolving issues are different for employed staff, the same standards apply in relation to treating people with dignity and respect, free from harassment or discrimination.

 It is the responsibility of all representatives and staff to ensure, to the extent they are able, that this code of conduct is implemented effectively.

This code of conduct therefore aims to:

* Provide you with clarity about your responsibilities to ensure the respect of others.
* Inform you about your rights if you feel you are not being treated with respect.

**Responsibilities**

Representatives must:

* Act honestly, responsibly and with integrity.
* Communicate respectfully and honestly.
* Treat others with fairness, dignity, and respect.
* Encourage the open expression of views at meetings but accept collective responsibility for all decisions and policies once finalised.
* Not behave in ways that may cause physical or mental harm or distress to another person, such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment.

In representing Prospect, representatives must:

* Only speak or act on behalf of Prospect when authorised to do so and clarify the capacity in which you are speaking.
* Always be mindful of their responsibility to maintain and develop Prospect’s ethos and reputation.
* Declare any interests that may conflict with their role in Prospect, for example in a professional or political capacity.
* Respect confidentiality and ensure GDPR compliance in dealing with any documents, material, or devices containing confidential information.
* Not bring Prospect into disrepute, including through the use of email, social and mainstream media and other internet sites.

This code of conduct is underpinned by the union’s rules. All branches should ensure that their representatives have read and comply with this code of conduct.

**Complaints**

This code of conduct should be used to recognise unacceptable behaviour and ideally to informally address any alleged incidents of unacceptable behaviour, including bullying, harassment, or intimidation.

If the behaviour concerned continues or if it is of a more serious nature, this may be considered in any investigation under rule 2.5(5) which states:

*‘Members shall be expected at all times to behave reasonably in dealing with fellow members and Prospect staff and to treat them with respect and courtesy. Any member deemed by the National Executive Committee to have behaved unreasonably towards another member or a Prospect staff member may be subject to the disciplinary regulations’.*

Complaints should be made under the procedure set out at <https://prospect.org.uk/about/complaints/> and mailed to complaints@prospect.org.uk

All representatives will be made aware of this code of conduct and the standards of behaviour expected. All representatives are encouraged to attend Prospect training courses to address any skills gaps and support their development.