

## UKPON Members

### Code of Conduct, Ethics and Complaints Process

Thank you for being part of the UK Pride Organisers Network (UKPON)

To ensure the best possible experience for all our members, we have established some basic guidelines for participation and some member rules.

**Please note for pride organisers it is the PRIDE that is the member and each year member prides will nominate their individual representatives in their annual application for membership.**

By joining UKPON as a representative of your pride, you will have access to

- UKPON Conference
- Voting Rights (for full members only) 1 vote per PRIDE – votes are taken annually at the AGM on Board positions, UK Pride Host and UKPON Conference Host
- Access to the closed members online community

As a representative of your member pride you agree that you have read and will follow our rules and guidelines, and that at all times:

- During face to face meetings
- At Conference
- When posting, responding, sharing and/or uploading content to UKPON sites and channels (including open sites and member only resources)
- In any direct contact by email or message

that this will be aligned to the core principles of UKPON and be respectful of all other members and their views.

Please take a moment to acquaint yourself with these important guidelines. If you have any questions please do get in touch. In order to preserve an environment that encourages both civil and fruitful dialogue, we reserve the right to suspend or terminate membership of this community to any representative who violates these rules.

## Rules

### Online forum and private messaging (emails, direct and text messaging)

- Respect others. Focus on the content of posts and not on the people making them. Please extend the benefit of the doubt to newer guests and members; there's no such thing as a stupid question.
- Respect the purpose of the community. Use the community to share successes, challenges, constructive feedback, questions, and goals. Your opinion isn't always everyone else's, please respect those with differing views
- Use caution when discussing products or suppliers. Information posted on the member group is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- Anything deemed defamatory, abusive, profane, threatening, offensive, or in relation to illegal materials is strictly prohibited. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you. Bullying, harassment, ridicule, threats and blackmail will not be tolerated and will result in an immediate removal from the online group.
- Respect intellectual property. Post content that you have personally created or have permission to use and have properly attributed to the content creator.
- When posting items in our collaborative environment, please indicate if the item is not available for reuse. It's also advisable to contact the owner of any material if you would like to reuse it. Please remember the Members Area of the website is a great place to share content rather than social media.

### Breeches of these rules

The UKPON moderators of the online activity will take action on any breach of these rules and may remove posts deemed in breach.

Anyone considering a member representative is in breach of the rules should make their case in writing to [board@ukpride.net](mailto:board@ukpride.net) and they will receive acknowledgement.

In both cases above the co-chairs will review the removed posts/allegation and may take some or all of the following actions:

1. Removal of social media posts and an email to the representative explaining the reasons why and that a complaint has been received – no further action at this stage.
2. Removal of social media rights where repeated post removal has become necessary, or if the breach is considered serious. This removal will be for the balance of the membership year and until a new application is made for membership in line with annual applications.  
Note - where a member representative has been removed, they ARE entitled to be reinstated at the start of the New Year and will then be subject to the

same regulations. However, if a member is excluded twice then this is a permanent exclusion.

3. If a member pride representative is removed, the member pride will be asked to nominate a replacement representative for the remainder of the year. ALL representatives, irrespective of their position within the member pride must to adhere to these rules.

This code of conduct relates to ALL individual representatives and whilst action can be taken, as above, this is action in the first instance against the individual representative and NOT the Pride itself - so effectively the “member” (the Pride) continues their membership.

Suspension of individual representatives is done by the UKPON Board. Should any member dispute the findings of the Board they can appeal this decision within 14 days when the case will be reviewed by The Member Arbitration Group – a group made up of three members drawn from a pool of individual representatives who have agreed to be a part of this process. The selection of the three, by the Board, will ensure no conflict of interests and no representation by anyone involved in the original complaint.

Should it be deemed appropriate to review the membership of a pride organisation rather than individual representatives then this would be done by The Member Arbitration Group.

### **Conference Attendance**

- Anyone attending conference will be expected to uphold the values of decency and respect. As much as conference is a networking event and a social event members are requested to maintain at all times an appropriate level of behaviour towards other delegates, the board and any invited guests.
- Should complaints be received in relation to the conduct of any member or UKPON Board member these will be investigated by the Member Arbitration Group.

## **UKPON BOARD MEMBERS**

All elected board members will be expected to adhere to the same member code of conduct as above.

### **In addition member of the board will:**

Treat other board members, any suppliers, media or third party organisation also as the rules above. Board members must at all times remember they are representing not only themselves but also UKPON, their own Pride and all UKPON member Prides.

Board members will be expected to attend the regular meetings and board sessions as outlined in the nominations and elections process. Where attendance is not possible board members **MUST** notify the Secretary or Co-Chairs in advance.

Any complaints from members of the board or member prides relating to the conduct of a board member should be made in writing (email) to [board@ukpride.net](mailto:board@ukpride.net) this is a shared co-chairs email. If the complaint relates to one of the co-chairs this should be put in writing to [secretary@ukpride.net](mailto:secretary@ukpride.net).

Once a complaint is received the board will review and immediately involve the Member Arbitration Group. For total transparency, the Board will not be accountable for themselves individually or collectively. One member of the board preferably one of the two co-chairs (but in any instance not the one subject of the complaint) will assist the Member Arbitration Group to investigate the complaint and report back in a period not exceeding 30 days from the initial complaint.

The Member Arbitration Group can advise

- No action – complaint dismissed
- Suspension either temporarily or permanently of the Board member – complaint upheld

The complainant and the person subject of the complaint will have the opportunity to discuss with the Member Arbitration Group but in all cases, the Groups final decision will be binding and non-reversible.

