

Code of Conduct when Representing the RSA

Thank you for helping the RSA. The Fellowship is at the heart of the RSA and our Fellows come together to debate, discuss and take action to improve society.

Fellows take the lead in organising much of our activity and, as such, many take on positions of responsibility by organising and hosting events, managing online spaces, running networks and more. This code of conduct is for any Fellow who takes on such a position of responsibility.

You may well be the first face of the RSA for a new Fellow or member of the public, or what you write may be the first thing about the RSA that someone reads. As such you are an ambassador for the RSA and it is therefore to our mutual benefit to clarify expectations of you and the RSA.

This supplements the Fellowship Charter and our bye laws and is indicative of the kinds of behaviour expected, rather than being an exhaustive list of do's and don'ts. It may be necessary to withdraw the offer to you to represent the RSA if there is a serious breach of this code.

The RSA wants to provide a professional service to its volunteers and representatives, but we also want you to enjoy your volunteering experience.

Our commitment to anyone who represents the RSA is to:

- always have a named person as a lead contact;
- be professional, work with you and be clear on what we can and cannot provide;
- support, guide and advise you wherever possible, and provide a route to speak to senior staff should there be anything that concerns you;
- ensure your health, safety and welfare as a volunteer.

Thank you for your help and support.

Code of Conduct

Compliance with the Code of Conduct is one condition of your involvement with us and should be regarded as the minimum standard you should work to. If you are unsure whether a decision you are about to make will breach the Code of Conduct, ask your staff point of contact. By working within the guidelines of the Code of Conduct you will be contributing to the success of the organisation.

As a representative of the RSA you agree to:

- i. Be a role model with behaviours and attitudes that are in line with our values and the Fellowship Charter, promoting a collaborative working style.
- ii. Be responsible and accountable in the way you perform your role.
- iii. Be fair and treat everyone with consideration, dignity and respect, including their right to privacy.
- iv. Ensure that no form of harassment or discrimination, including in relation to equality and diversity, is tolerated.
- v. Communicate with others in an open and courteous way whether in person, in writing, by phone, or by digital media.
- vi. Ensure any communication on behalf of the RSA promotes confidence and trust in the RSA's work.
- vii. Respect all confidential information. Volunteers are responsible for maintaining the confidentiality of all personal data, proprietary or privileged information to which they are exposed.
- viii. Be mindful of health and safety – your own health and safety and that of others around you. This is especially true if you are organising an event or other gathering.
- ix. Avoid conflicts of interest and refrain from actions that may be perceived as such. Reveal any potential or actual conflicts of interest to staff. Avoid anything that could result in bias, or accusations of you abusing your position.
- x. Be reliable, meet the time commitments agreed and provide as much notice as possible if you are not able to.
- xi. While debate and discussion are encouraged and at the core of the RSA, do not engage in personal criticism or unduly pressure anyone to accept beliefs or opinions.
- xii. Work alongside, and in collaboration with RSA Staff and Fellowship Councillors, following procedures and processes where requested.

In return you will be actively contributing to the success of the RSA and its mission to enhance society through ideas and action and helping to strengthen the Fellowship.

If you would like to ask us any questions, please contact us at fellowship@rsa.org.uk

If you have any concerns about Fellow behaviour, please contact us at fellowship@rsa.org.uk or visit www.thersa.org/complaints-policy-and-procedure