

Code of Conduct when representing the RSA

Our Fellowship is an inclusive and diverse global network of changemakers, central to everything we do, committed to making our collective vision a reality through sharing expertise and experience.

This is a Code of Conduct for Fellows taking a lead in organising activities such as hosting events, managing online spaces, and running networks.

In every case, you are an ambassador for the RSA and this Code of Conduct helps you to understand the expectations of fulfilling that role.

This document should be read alongside the Fellowship Charter and our Bye-laws. This is indicative of the behaviours expected, rather than being an exhaustive list. Any serious breach of this Code may mean that you are no longer able to represent the RSA.

The RSA wants to ensure professionalism in relationships with volunteers and representatives, and we also want you to enjoy your 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 and safety whilst supporting the RSA.

Thank you for your help and support.

Code of Conduct

Compliance with the Code of Conduct is a 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 you will be contributing to the success of the organisation.

As a representative of the RSA, you agree to:

- i. Role model behaviours 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 sexual harassment and issues related to equity 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. Fellows 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. Always raise concerns about health and safety with your nominated staff contact.
- ix. Avoid conflicts of interest and refrain from actions that may be perceived as such. Reveal any potential or actual conflicts of interest to your staff contact. 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 or express 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 helping to strengthen the Fellowship and will be actively contributing to the success of the RSA and its mission to enable people, places and the planet to flourish.

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