

Code of Conduct February 2021

This policy applies to all staff, members (including Board Members) and volunteers or anyone working on behalf of Creative Crieff and Radio Earn.

The purpose of this policy is to reinforce Creative Crieff's commitment to as an organisation to maintaining the highest standards and integrity in all its operations and undertakings. This is a statement and agreement by each member of the organisation to support and conduct themselves accordingly in connection with any aspect of Creative Crieff.

Statement of Commitment

Creative Crieff was established in July 2019 as a membership organisation and incorporated as a charity in November 2019. In becoming a member, volunteer or employee, one is agreeing to abide by this Code of Conduct, the charity's Articles of Association and any additional policies that have been adopted to regulate Creative Crieff's operations and activities, including but not limited to the Privacy/GDPR and Safeguarding Children, Young Adults and Vulnerable Groups Policies.

Creative Crieff is committed to update these policies as necessary, but at least to review them on an annual basis to ensure they are up to date and robust in the governance of the charity itself.

Mission and Purpose

Creative Crieff is a social impact organisation. It is committed to its mission and vision which is utilising the tools of music, film and the creative arts, to improve lives by developing skills and employability, unlocking potential and increasing the confidence of all, but especially the young people within our community. Creative Crieff intends to us a sustainable, collaborative, social enterprise structure to ensure the long-term viability of our projects, aims and programmes. We believe in doing this Creative Crieff will contribute to our wider community, and by the inclusive nature of our focus we will in turn regenerate the town of Crieff and the wider area.

Our Vision includes the following ambitious outcomes:

- Creation of positive change through increased inclusion, empowerment, independence and self-belief;
- Increased access to employment, volunteering, education and leisure opportunities;
- Increased equality of opportunity and active citizenship;
- Increased participation, opportunities and experiences through film, music and the creative arts;
- Raised aspirations and realisation of full potential;
- Improved access to accredited training and learning; and,
- Improved Town Centre and area regeneration through operations and programmes.

Values

In order to bring our Mission and Purpose to fruition, Creative Crieff and its membership are committed to and driven by the following shared values of:

- Inclusion and harmony;
- Transparent operations and practises;
- Increased and enhanced engagement;
- Trust, integrity and respect for all;
- Strong collaboration between and with groups and individuals;
- Ethical leadership and citizenship;
- Good Governance; and,
- Promotion of positive change within ourselves and others.

Membership

The membership of Creative Crieff is open to all individuals 12 years of age and over who subscribe to and adhere to our Mission, Vision and Values.

As per our Articles of Association, membership categories are available to those as per the following criteria:

Full Membership: Any individual 16 years of age or older who resides in the PH7, PH6 or PH5 post code districts is eligible for full membership. Full membership allows the individual the right to vote as per the Articles of Incorporation.

Associate Membership: Any individual who is 16 years of age or over who resides in the PH7, PH6 or PH5 post code districts is eligible for Associate membership. Associate membership does not allow for an individual to have voting rights.

Associate Membership: Any individual who is 12 years of age or over and resides out with the PH7, PH6 or PH5 post code districts is eligible for Associate membership. Associate membership does not allow for an individual to have voting rights.

The Board of Trustees: The Board of Trustees will be elected as required at the Annual General Meetings. The details and make up of the Board of Trustees are outlined in the Articles of Incorporations which govern operations. All members in good standing are eligible for election to the Board of Trustees. For more details, please contact Creative Crieff registered office in writing at The Old Garage, Mill Hills Farm, Crieff, Perthshire, PH73QW.

Health, Safety and Safeguarding

Creative Crieff takes seriously its responsibilities regarding Health and Safety and Safeguarding of Children, Young Adults and Vulnerable Persons. The Board of Trustees regularly reviews operations to ensure compliance within all aspects of the organisation and undertakes risk assessments for all its operations in order to ensure the health, safety and wellbeing of all participants, including but not limited to employees, members and volunteers.

Any members that have concerns or specific questions regarding Health and Safety or Safeguarding matters, should contact the Chair of the Board of Trustees at the earliest available opportunity so that the matter can be addressed and investigated. Please refer to our Safeguarding Policy, Whistleblowing Policy and Equal Opportunities Policy.

General Conduct

Creative Crieff, in line with its Mission, Vision and Values, promotes friendliness, courtesy and respect. Creative Crieff has a 'zero tolerance' policy for its members, staff and volunteers in respect of the following:

- Bullying and intimidation
- Discrimination
- Abusive conduct or language
- Reckless behaviour
- Vandalism
- Violence
- Being drunk, affected by recreational drugs or disorderly
- Other negative behaviour detrimental to the reputation of the Charity

Social Media

In line with our formal Social Media policy, members agree to actively avoid posting online anything that might bring Creative Crieff into disrepute.

When Members post online, they must make it clear that they are posting as an individual and not on behalf of Creative Crieff.

Creative Crieff does not accept responsibility for any repercussions that individual members' or volunteers' content may generate. Content related to sensitive information about Creative Crieff, particularly personal details without the express written consent of other members should not be shared online. For further details, please see our full Social Media policy available through our registered office at The Old Garage, Mill Hills Farm, Crieff, Perthshire, PH73QW.

Volunteer Issues

Volunteers who have an issue or complaint with any aspect of Creative Crieff and its operations should in the first instance raise the issue with the Creative Crieff Safeguarding Officer or a Board of Trustees Member to seek resolution.

The Board of Trustees will endeavour to resolve an issue raised in an expedited fashion for the benefit of all involved. Creative Crieff, as a charity regulated by the Office of the Scottish Charities Regulator will notify the Regulator if required to do so.

All volunteers must also follow the procedures as outlined in their Volunteer Information pack. A duplicate copy can be obtained through enquire directly to the Secretary of the Board of Trustees through the registered office at The Old Garage, Mill Hills Farm, Crieff, Perthshire PH73QW.

Data protection

When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure. Please see our Privacy Policy for further clarification, and a duplicate copy can be obtained through enquire directly to the Secretary of the Board of Trustees through the registered office at The Old Garage, Mill Hills Farm, Crieff, Perthshire PH73QW.

We are committed to reviewing our policy and good practise annually.