



## Kent Community Rail Partnership

### Kent CRP's Code of Conduct

#### Purpose of the Code

The Kent Community Rail Partnership exists to bring together widely varied partners in order to bring social, economic and environmental benefits to the communities served by rural and secondary rail services. This is achieved by improving community links with rail operators and initiating projects that make rail services more attractive to residents and visitors alike.

Some behaviours make it easier for us to achieve our aims and some make it more difficult. This code of conduct is intended to set out some of those which will help and which we\* commit to support and those which hinder – which we will avoid.

It is expected that **everyone** involved with the partnership will understand and support the code but in the unlikely event of failure to adhere to this code of conduct this may lead to disciplinary action for paid employees and removal from office/exclusion from the Partnership for volunteers after a warning has been issued and no improvement seen.

#### I will at all times

##### 1. Promote positive relationships to deliver positive outcomes and discussions

- ***This means that we will***

- *Treat each other with respect at all times*
- *Listen to other points of view*
- *Put our point of view with kindness and clarity*
- *We will acknowledge that different people will have different views on issues, but we will seek to implement decisions properly arrived at, even when we did not necessarily support that decision.*
- *Show respect to people's time allowing meetings to follow the agenda and run to time, whether chairing or participating*

##### 2. Champion diversity and inclusion, aiming to ensure that Kent CRP is welcoming, engaging and respectful for everyone

- ***This means that we will:***

- *Actively welcome participation of people from all backgrounds irrespective of race, gender, sexuality, age, religion, politics etc.*

- *Never use sexist, racist or similarly biased/hurtful language – if in doubt don't say something which you think could offend.*

**3. Value others by listening and not making assumptions**

- **In addition to the points already made above, this means**

- Giving time to others to speak
- Concentrating on what they are saying – not 'multi-tasking' or dipping in and out of the conversation/ meeting

**4. Challenge bullying, harassment, intimidation and report to the Chair or an Officer of Kent CRP (if it involves the Chair of Kent CRP) all negative behaviour**

- **This means**

- Speaking out when you see something that doesn't look right
- If in doubt – discretely ask the person who appears to be the victim of the negative behaviour or simply report it anyway.

**5. Never act in a manner that could bring Kent CRP into disrepute**

- **This means**

- Thinking about what you say and remembering that (unless you make it clear that you are acting in a capacity which has nothing to do with the partnership) you will represent the partnership in the eyes of others.
- NEVER doing anything that is unsafe or is out of line with agreed safe working practices
- NEVER promoting any political party or political campaign in a way that could be interpreted as being on behalf of the Partnership.
- Abiding by Data Protection Regulation (GDPR), Safeguarding and Health and Safety guidance from Sustrans and other Partners
- Only wearing branded Partnership clothing for Partnership events and activities, and not for personal gain.

**6. Take actions, write on behalf of or represent Kent Community Rail only after agreement by Steering Group or if meeting dates are not timely by agreement with the Chair of Kent CRP and at least one Kent CRP Officer**

- **This means that**

- We act as a 'Partnership' and not as individuals when representing the Kent CRP (or its line groups).
- We NEVER make statements, issue press notices, write to the press etc without ensuring that this is in line with the views of the Partnership as a whole

\*This Code of Conduct applies to people working in the Partnership either paid or on a voluntary basis.