Code of Conduct

Purpose
The Company of Cutlers in Hallamshire is committed to providing a safe, respectful and inclusive environment for all who engage with the Company and visit Cutlers' Hall.
This Code of Conduct sets out the standards of behaviour expected of Members, Freemen, Friends, guests, visitors and staff. It is designed to protect individuals, uphold dignity and fairness, and safeguard the reputation of the Company.

Scope
This Code applies to all individuals attending events at Cutlers' Hall or otherwise participating in Company activities.
Members and Freemen are responsible for the conduct of their guests.
The Code also applies to behaviour outside the Hall — including civic, public and online activity — where an individual's association with the Company is known or reasonably identifiable.

Expected Standards of Behaviour
All individuals are expected to treat others with courtesy, dignity and respect at all times.
The Company will not tolerate behaviour that is abusive, intimidating, threatening, discriminatory or otherwise inappropriate.
This includes conduct that may constitute harassment or bullying.

Harassment and Bullying
Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. A single incident can amount to harassment.
Bullying is offensive, intimidating or malicious behaviour that misuses power to undermine or humiliate another person.
Examples may include:

- Unwanted physical contact or inappropriate behaviour
- Offensive remarks or jokes
- Discriminatory language or conduct
- Threatening or aggressive behaviour
- Online abuse or hostile commentary
- Mocking or belittling an individual

Legitimate, reasonable and constructive feedback does not constitute bullying.

Unacceptable Behaviour
The following behaviours are not permitted at Cutlers' Hall or in connection with Company activities:

- Aggressive, abusive or violent conduct
- Offensive or discriminatory language
- Harassment or intimidation of any kind
- Excessive intoxication leading to disruptive behaviour
- Suspected use of illegal substances
- Unreasonable or abusive demands towards staff
- Causing nuisance or disturbance
- Theft or unauthorised access to restricted areas

Behaviour outside the Hall that risks bringing the Company into disrepute may also be treated as a breach of this Code.

Online Conduct and Social Media

Online activity can affect the wellbeing of individuals and the reputation of the Company.
Where an individual's association with the Company is known or implied, they are expected to:

- Act respectfully and lawfully online
- Avoid abusive, discriminatory or defamatory content
- Refrain from harassment or hostile commentary
- Protect confidential or sensitive information
- Make clear that personal views are not those of the Company

Health and Safety

All visitors must take reasonable care for their own safety and that of others, comply with safety instructions, and treat the building and facilities with respect.
Unauthorised access to restricted areas is not permitted.

Breaches of the Code

Where behaviour falls short of these standards, the Company may take appropriate action. This may include requiring an individual to leave an event or premises, restricting future attendance, or taking other proportionate measures.

Raising Concerns or Complaints

Anyone who experiences or witnesses unacceptable behaviour is encouraged to report it.
Concerns may be raised with senior representatives of the Company or through the contact details provided below.
The Company will:

- Treat concerns seriously
- Consider matters impartially
- Investigate proportionately
- Respect confidentiality where possible

No one will be disadvantaged for raising a concern in good faith.

Integrity and Accountability

The Company is committed to the highest standards of integrity. Concerns about serious wrongdoing, misconduct or risks to individuals or the reputation of the Company will be treated with care and investigated appropriately.

Review

This Code reflects the Company's commitment to maintaining a respectful, welcoming and safe environment for all. It will be reviewed periodically to ensure it remains effective and relevant.

Contact

For concerns or enquiries relating to this Code, please contact:
The Clerk
The Company of Cutlers in Hallamshire
Cutlers' Hall, Sheffield