

# B3 Member: Code Of Conduct



Revised February 2016

All members participating in the group must read and agree to the following rules to ensure the safety of all involved. Additional rules and policies may be implemented as and when required. Group members will get the opportunity to discuss existing rules and any suggested additions or changes during meetings. If changes are made, everyone will be asked to sign a new copy of the Code of Conduct.

1. It is the responsibility of everyone to behave in an appropriate manner and respond to any advice or requirements set by the group in order to maintain a safe environment.
2. Please keep phones off or on silent, unless an important call is expected, in which case let the group know. This includes text messaging in meetings, if you need to send a text do it outside the meeting.
3. If you are coming to a B3 meeting, you should not have used substances within the last 24 hours — this is for the safety of everyone in the group. If suspected of using/drinking you will be asked by the Chair to take 'time-out' in order for the situation to be dealt with formally. Your participation will be reviewed at the next meeting; this is for the safety of all members of the group.
4. Members will not use any 'isms' — racism, sexism, homophobic behaviour.
5. Anything discussed in the group stays within the group. If something is discussed outside of the group it either needs to be agreed with the people concerned or made anonymous.
6. If you have any concerns regarding staff or management, please raise them with the Board of Trustees.
7. It is every member's responsibility to raise any issues or concern immediately.
8. Threatening or aggressive behaviour (verbal or physical) will not be tolerated and as a result individuals may be asked to leave the group and may be excluded from future activities, subject to review by the group's co-ordinating team.
9. Any behaviour or altercations deemed inappropriate by the majority will result in the participant being asked to take 'time out' before returning to the group.
10. Group participants are encouraged to listen to different points of view and contribute to meetings and events in an open and constructive manner.
11. Please be on time as it is disruptive if people turn up late — let the group know if you are running late.

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12. If you are asked to represent B3 or BSAFE at an event or meeting, this should be discussed with the group beforehand if possible.
13. By agreeing to become a member of B3 you are making a commitment to attend at least 2 meetings per month. We are flexible, however, if you are unable to attend for any reason please inform the service manager or another B3 member in advance.
14. It is important that B3 is taken seriously, so be careful when making promises and commitments for the group without discussing it with them.
15. You will maintain service users confidentiality under all circumstances. You accept that any breach of these rules will result in the termination of your role as a B3 member. However, there are certain circumstances under which it is necessary to break confidentiality.
  - (a) If you believe that there is a risk of serious harm to yourself, the service user or to another, especially children.
  - (b) If a service user admits to be about to commit a serious offence.
  - (c) If a service user admits to being involved in a serious crime which has not been reported to the police.
  - (d) If required to do so by the police or the courts, upon receipt of the appropriate paperwork from the authorities concerned.
  - (e) When a service user requires medical attention and is not in a position to give informed consent.
16. You will keep the confidence of all the B3 members and BSAFE volunteers as some may be service users and/or volunteers at other services. If you also work for another service provider you will adhere to their confidentiality policy with regard to both our service users and volunteers and vice versa.

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**AGREEMENT:** I have read the above and fully agree to the conditions set out within the B3 Code of Conduct.

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**Volunteer name (print):**

**Volunteer signature:**

**Date:**

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**Staff member name (print):**

**Staff member signature:**

**Date:**