



## **CASK Coalition Member Participation Guidelines**

The CASK Coalition wish to promote the treatment of dignity and respect amongst its members. All Members whether Founding or New Members are required to adhere to these guidelines and the CASK Coalition Rules.

All Members should maintain the highest standards of behaviour in the performance of their duties by:

- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Be kind in our interactions and communications. Aim to be direct, constructive and positive. We may not always agree so all members should be open to different possibilities and opinions.
- Being Inclusive and seeking diverse perspectives. Encourage all voices. If you find yourself dominating a discussion, it is especially important to step back and encourage other voices to join in the discussion. Be aware of how much time is taken up by dominant members of the group. This applies to all forms of participation whether in person or remotely via zoom, video, or phone.
- Acting in a way that is in line with the purpose and values of the CASK Coalition that enhances the work of the CASK Coalition.
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made.
- Declaring any interests that may conflict with their role as part of the CASK Coalition (e.g. business interests or employment).
- Keeping confidential matters confidential as defined in the CASK Coalition Memorandum of Understanding.
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with

CASK Coalition and returning any such documents, material in their possession.

- Seeking authorisation of Founding Members before communicating externally on behalf of CASK Coalition.
- Disclosing the fact that they have been charged with, or convicted of a criminal offence by prosecuting authorities in their relevant jurisdiction.

**Members are expected NOT to:**

- Bring the CASK Coalition into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.).
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their participation in the CASK Coalition.
- Engage in any activity that may cause physical or mental harm or distress to another person such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or any personal characteristic of the individual .
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while performing their role as a CASK Coalition member;
- Provide a false or misleading statement, declaration, document, record or claim in respect of any of the CASK Coalition members, its volunteers, employees or charity trustees;
- Engage in Violence and threats of violence in person or online. This includes incitement of violence toward any individual, including encouraging a person to commit self-harm. This also includes posting or threatening to post other people's personally identifying information online.
- Engage in personal attacks. Conflicts will inevitably arise, but frustration should never turn into a personal attack. It is not okay to insult, demean or belittle others. Attacking someone for their opinions, beliefs and ideas is not acceptable. It is important to speak directly when we disagree and when we think we need to improve, but such discussions must be conducted respectfully and professionally, remaining focused on the issue at hand.
- Engage in Derogatory Language including Hurtful or harmful language related to:
  - Background
  - Family status

- Gender
  - Gender identity or expression
  - Marital status
  - Sex
  - Sexual orientation
  - Native language
  - Age
  - Ability
  - Race and/or ethnicity
  - Socioeconomic status
  - Religion
  - Geographic location
  - Other attributes
- Engage in illegal activity while carrying out their role.
  - Engage in unwelcome sexual attention or unwelcome physical contact .This includes sexualized comments, jokes or imagery in interactions, communications or presentation materials both online and in person, as well as inappropriate touching, groping, or sexual advances if any meetings are in person or members are attending external conferences or relevant meet ups on behalf of the CASK Coalition.
  - Engage in **Disruptive Behaviour** - Sustained disruption of events, forums, or meetings, including talks and presentations, will not be tolerated. This includes acts such as:
    - 'Talking over' or 'heckling' speakers;
    - Otherwise influencing crowd actions that cause hostility in the session;
    - any behaviour that will damage the CASK Coalition reputation or cause disrepute.

### **Consequences of Unacceptable Behaviour**

Should a member of the CASK Coalition, experience any forms of unacceptable behaviour outlined in these Guidelines please notify by way of email either Giovanni Moschoudis or Laura Hattersley. Should the report concern either of these persons, then please notify Tara McCarton.

Where a CASK Coalition member is found to be in breach of the standards outlined in these Guidelines or any of the individual CASK Coalition members policies and procedures, this may result in the Cask Coalition membership being terminated or the appropriate course of action will be determined by agreement, by the respective Founding Members.

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