

# **Code of conduct and rules for people attending Derby Cycling Group meetings and events**

## **Introduction**

Our code of conduct and meeting rules set out what is expected of everyone attending any event hosted by Derby Cycling Group (DCG).

Coming to an event shows agreement to follow these rules and standards of behaviour so that everyone is able to be present without harassment, interruption, fear or intimidation.

Where any person attending has a complaint, then that person is entitled to use the DCG grievance procedure. Any person asked to leave a meeting can ask for an investigation of the circumstances around their exclusion.

### **1. Valuing Diversity**

All delegates attending DCG events, must undertake to:

- 1.1. treat all people with respect and act in a way which does not discriminate against or exclude anyone;
- 1.2. act in a fair and responsible way to anyone they encounter;
- 1.3. communicate in advance to the Chair any information necessary to help them at the meeting or event

### **2. Before the meeting**

- 2.1. Agenda items should be submitted to the Chair at least 5 days before the meeting with any supporting documents.
- 2.2. All attendees should prepare for the meeting by reading the agenda, papers and any emails before the meeting.
- 2.3. Any clarifications regarding an agenda item or information in supporting documents should be raised to the Chair before the discussion of the agenda item starts.

### **3. Collective responsibility**

DCG assumes that all people coming to events agree by their presence that they will:

- 3.1. Observe the authority of the Chair or facilitator at all times if one is present;
- 3.2. Listen quietly to and respect the views and experiences of other people contributing;
- 3.3. Agree to and follow the standard of behaviour expected at each event. For example, arriving in good time; not interrupting; not shouting; switching off mobile phones.
- 3.4. Agree that any decision reached by a majority of the group, once made, must be accepted, although a formal request to the Chair can be made to record a differing opinion;
- 3.5. Add to the discussion only if and when asked to do so and then only in a way that is relevant to the matter under discussion;
- 3.6. Allow others to have equal opportunity and time to share their opinions when contributions are asked for;
- 3.7. Challenge ideas, not individuals or their opinions;
- 3.8. Not use inflammatory language or behaviour of any kind;

- 3.9. Not have used alcohol and illicit substances before or during the session.

#### 4. **Procedure for breaches**

If the code of conduct is breached during a meeting or event, the Chair may take one or more of the following steps with the objective of restoring order.

- 4.1. Any person making offensive, insulting, threatening, provocative, slanderous or obscene remarks, or who becomes boisterous, or who threatens or harasses any person or property while at a DCG event, will cause the event to be suspended for the shortest period needed to allow order to be restored.
- 4.2. Any person or people causing an event to be interrupted by reason of behaviours identified in s.4.1 above, who does so more than once, can be asked to leave the event by the Chair. This can be for a specific length of time to allow the person or people to cool off or for the rest of the meeting or event, depending on the judgement of the Chair.