



# Employee Code of Conduct

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Our code of conduct provides guidelines around your responsibilities and rights as an employee or worker at Wharf Chambers. It also sets out our expectations of each other around our behaviour, ways of working together and our interactions with each other, our club members and their guests. These standards are informed by the values of Wharf Chambers and are essential to the wellbeing and integrity of our organisation.

Our values are simple:

1. Everyone is equal. Informal hierarchies may exist and these are to be acknowledged and minimised as far as possible
2. We have no tolerance for any form of abuse or discrimination

And the practical aims that inform our work and decisions are encompassed in the statements below:

- Wharf Chambers is trying to be a safer space
- Wharf Chambers is trying to be accessible
- Wharf Chambers is a not for profit organisation
- Wharf Chambers does not believe in bosses. But it does believe in respect, cooperation and mutual aid
- Wharf Chambers tries to be an open platform for its members
- Wharf Chambers tries to be accountable to its members
- Wharf Chambers tries to be fun

## Our rights:

At Wharf Chambers we all have the right to:

- Be paid equally with no formal hierarchy of management

- Work in a safe, clean and supportive environment
- Know how to access information about how decisions are made and to input into those decisions where appropriate
- Have grievances or concerns heard with sympathy and without prejudice and to receive support from a Hub group member to do so if requested
- Make requests to work flexibly which will be looked on favourably, subject to the needs of the organisation being met
- Terminate our employment with two weeks' notice and to have our rights to a notice period observed should Wharf Chambers decide to end our employment.
- Have our personal boundaries observed by our co-workers, our club members and their guests both on the premises and online
- Join a union of our choosing

## Our expectations and responsibilities

At Wharf Chambers we hold one another accountable for our actions. We have expectations around our conduct at work and we each have a responsibility to uphold and meet those expectations.

The expectations of everyone working at Wharf Chambers is that they will:

In their work:

- Show self-motivation and commitment to doing things well
- Manage their time and workload effectively - do not take on too much, and work collectively or delegate where needed to ensure we deliver a good service/deadlines are met
- Take responsibility for managing themselves and each other (we offer additional guidance and support for new starters to help them understand what this means and how to do this effectively at Wharf Chambers)
- Take responsibility for their own learning and development
- Accept and seek responsibility and be accountable for their actions
- Communicate any grievances or concerns that may be affecting their work to a member of either HR, Safer Spaces or Internal Comms
- Not use the organisation for personal profit

- Not engage in behaviours that might risk the safety of the organisation or bring Wharf Chambers into disrepute
- Work the hours allocated to us on the rota and to only seek cover or a change in hours if it is an emergency such as sickness
- Be forthcoming about any issues they believe could put the organisation at risk
- Work in ways that are respectful and supportive of each other and our members' use of the space.

#### In their communication:

- Show respect and be professional and timely in all forms of communication whether with each other, our members or external contacts - no one should communicate in a way that is designed to cause stress or upset to someone else.
- We will be respectful of everyone's opinions and feelings within meetings. Give time for everyone to speak and will not talk over each other
- Not communicate using aggressive, discriminatory or offensive language or physical behaviour

#### In relation to looking after one another, our members and guests:

- Demonstrate initiative and engagement with safer spaces issues and work around structural oppressions
- Uphold the Safer Spaces agreement without bias or exception. The Safer Spaces agreement applies to everyone working at Wharf Chambers and we are each accountable if we are in breach of the Safer Spaces agreement
- Maintain a clean and welcoming space for members and their guests (and for our own comfort and wellbeing)
- Be mindful of any issues that may affect the comfort and safety of our members, their guests or our co-workers both within the space and online. Report any such issues to a HR, Safer Spaces or Internal Comms member as soon as possible.
- Deal with any safer spaces issues confidentially, with sympathy and without prejudice
- Manage risk and uphold health and safety standards
- Prioritise accessibility of Wharf Chambers. This includes the physical accessibility of the building and the accessibility of the space for marginalised and oppressed communities

- Act in ways that promote the wellbeing and happiness of members in the space
- Value the wellbeing of members

In addition, employees will:

- Attend at least 75% of all meetings (relevant to their working group) at the agreed time. If you can't attend you must email prior to the meeting to indicate your absence.
- Complete action points and work to deadlines
- Be willing to take on extra responsibilities as needed
- Maintain channels of communication across working groups
- Offer constructive support to each other in day-to-day work and in escalating concerns where necessary
- Keep our membership database up to date and ensure data security

## Breaching this code of conduct

This code of conduct is central to everything we are trying to achieve in both our provision of services and as a Collective. Any breaches of the expectations set out here will be dealt with seriously and may be considered as misconduct. Breaches may lead to disciplinary action being taken which may result in dismissal.

I agree to uphold the expected standards of conduct set out here:

Name:	
Date:	