

Code of Conduct

Write on Comedy is a non-profit organisation. Its objective is to link, support and develop writers worldwide. The principles outlined in this Code of Conduct are aligned with our mission, goals and practices.

Why do we need a code of conduct?

A Code of Conduct can help provide a constructive and pleasant atmosphere within Write On Comedy by letting members know the standards of behaviour expected of them and those it can expect from others. It also provides structure to help avoid problems and misunderstandings and deal with them when they arise.

Terms of the Code of Conduct

This document sets out the code of conduct expected from all members of Write On Comedy and is a condition of membership. It applies to all members, irrespective of their membership type, the role they fulfil, or the jurisdiction in which they live or work. This code also applies to non-members who participate in Write On Comedy organised or supported events.

All members are expected to act in accordance with the principles outlined in this document.

The code is based on key principles outlined below:

1) Responsibility and accountability

a. All members must abide by the rules of the Association as set out in its Articles of Association and any regulations.

b. Members should uphold the reputation of Write On Comedy and avoid personal or professional misconduct that may bring the association, its members or the profession into disrepute.

2) Integrity and honesty

a. Members should not use Write On Comedy membership as a means of conveying a level of competency or professional standard, as Write On Comedy is not an accrediting body and there is no assessment of competency to attain or retain membership.

b. Members shall not make any public statement or purport to speak on behalf of the association, its Trustees, Head Office staff or Committees, without prior authorisation.

3) Respect

a. Write On Comedy is committed to maintaining and promoting a professional environment within which its members treat each other with courtesy and dignity. Members should respect the knowledge, insight, experience and expertise of fellow members, Head Office staff, relevant third parties and members of the general public.

b. Members should communicate effectively, avoiding language or behaviour which may come across as offensive, inappropriate or insensitive.

c. Whilst feedback and constructive criticism are welcome and greatly valued, members should avoid

being regularly or continuously critical of Write On Comedy and/or other members and volunteers, as this negates the positive, collaborative nature of the association.

d. Write On Comedy encourages respectful discussion and debate. Members should listen to others, contribute positively and challenge sensitively.

e. Write On Comedy will not tolerate discrimination and expects members to respect diversity and promote equal opportunities.

f. As an international association all members need to show consideration for local cultures and customs.

g. Write On Comedy will not accept any form of bullying, harassment, discrimination, or victimisation - please see

Appendix 1 for definitions.

4) Privacy and confidentiality

a. All members should respect individual and collective rights to privacy.

5) Collaboration

a. Write On Comedy encourages member collaboration to aid the transfer and sharing of knowledge, help disseminate learning and promote good practice.

Volunteers

Write On Comedy relies on its members to volunteer and assist in the running of the Association. We wouldn't exist without the time, effort and energy each of them dedicate to Write On Comedy. When volunteering with Write On Comedy, these additional points of the Code of Conduct apply:

1. Volunteers shall help encourage and support fellow members in their professional development and where possible, mentor new entrants to our community.

2. Volunteers will reject any offer of bribery and will not make any such offers. Bribery is the giving or receiving of something of value to influence a transaction.

3. Volunteers should not use their position on an Write On Comedy committee to unfairly benefit themselves, their employers or others.

4. Write On Comedy is committed to conducting business in an ethical and honest manner, acting professionally, fairly, and with integrity in all business dealings and relationships and expect those who volunteer with Write On Comedy to commit to the same standards.

5. Volunteers should make every effort to ensure that harassment, discrimination, bullying and victimisation do not occur in the areas for which they are responsible and that, if these do occur, any concerns are investigated promptly and effectively. Volunteers should support any member of the Association who feels they have been subject to harassment, discrimination, bullying or victimisation, including guidance through the Write On Comedy Complaints Procedure if appropriate.

6. Volunteers should not disclose information that has been acquired during the term of the position or that has otherwise been acquired in confidence. Minutes and the proceedings of Write On Comedy meetings, as well as correspondence by email and on communication platforms (e.g. Slack, Basecamp, shared documents and folders etc.) are confidential and should not be shared with anyone outside the intended recipients / participants / committee members; other than with Head Office and for future

committee volunteers to look back on. Meetings should not be surreptitiously recorded and/or shared in any way.

7. Write On Comedy will apply its Privacy Policy across all aspects of the association and expects volunteers to comply with the terms of this policy.

8. Volunteers should declare any competing professional or personal interests that may be relevant to their activities on Write On Comedy committees or at Write On Comedy events and supported events. Any activities undertaken in the name of Write On Comedy should be consistent with Write On Comedy's vision, strategic objectives and aims.

9. If a conflict of interest does arise, Write On Comedy asks that the volunteer declares the interest. Volunteers should be aware they may be asked to withdraw from the relevant Write On Comedy activity as a result.

This code of conduct establishes the principles to which all Write On Comedymembers should adhere to but it cannot cover every issue that may arise. If an issue is not addressed directly by this code then Write On Comedy will seek to interpret and apply the ethos of the code.

If an individual considers that a breach of the Code of Conduct has occurred, they should refer to the Complaints Procedure.

Write On Comedy reserves the right to amend and update this Code of Conduct.

Policy last reviewed 4th January 2023

Appendix 1

Write On Comedy identifies the terms 'discrimination', 'harassment', 'victimisation' and 'bullying' as follows:

What is discrimination?

Discrimination is when someone is treated less favourably than another person because of a protected characteristic they have, or are thought to have. These characteristics as per the UK Equality Act 2010 include: age, disability or special educational needs, gender reassignment, marriage and civil partnership, pregnancy and maternity, race including colour, nationality, ethnicity or country of origin, religion or belief or lack of religion or belief, sex and sexual orientation. Discrimination can be direct to the person, or by association (because they associate with a person with a protected characteristic)

What is harassment?

Harassment is any unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

It can include behaviour that individuals find offensive even if it's not directed at them, and even if they do not have the relevant protected characteristics themselves.

What is victimisation?

Victimisation is when a person is treated badly because they have made, or supported, a complaint of discrimination against another person - unless that complaint was made maliciously.

What is bullying?

Bullying is behaviour that may be characterised as offensive, intimidating, malicious or insulting, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying does not need to be deliberate; bullying behaviour may be demonstrated without intention. Bullying can be physical, verbal or nonverbal and be delivered face-to-face, via online media, written communications or visual images.