



# Biggin Hill Residents Association

*Working for the community - Founded in 1934*

## Members Code of Conduct & Behaviour Policy

### Purpose

This Policy sets out the expected standards of behaviour for all members in their dealings with the Biggin Hill Residents' Association and its Committee, ensuring respectful engagement, effective governance, and a harmonious community.

### Application

This Policy applies to all individuals residing together as membership of the BHRA is applied per household.

### General Principles

- Act in the best interests of the Biggin Hill Residents' Association and in line with its' aims and objectives.
- Engage with the Committee and its representatives in a respectful and constructive manner.
- Support a safe, cooperative, and well-functioning Association.

### Respectful Conduct Toward the Association & Committee

- Treat Committee members and Association representatives with respect, courtesy, and professionalism at all times.
- Avoid abusive, threatening, harassing, or discriminatory behaviour or language directed at the Association or its Committee.
- Raise concerns constructively and not use social media or WhatsApp groups to bring the Association into disrepute.
- All communication must go through official BHRA channels (e.g. email or official social media) committee members should not be contacted on the private email's mobiles or social media profiles.
- Not engage in harassment, intimidation, or persistent disruptive behaviour toward the Association or Committee members. If any member of the committee is made to feel that the behaviour of a member constitutes to any of the above this will result in immediate termination of membership.

### **Meetings & Participation**

- Follow the direction of the Chair at all times.
- Speak only when invited and avoid interrupting proceedings.
- Keep contributions relevant, constructive, and respectful.
- Accept and respect decisions made through the Association's constitutional processes.

### **Conflicts of Interest**

- Declare any personal or financial interest in matters involving the Association.
- Not attempt to improperly influence Committee decisions.
- Refrain from voting where a conflict of interest exists.
- Act transparently in all dealings with the Association.
- Not use the Association for any form of political gain.

### **Confidentiality**

- Not share confidential or sensitive information without written authorisation.
- Not disclose personal information about Committee members or Association matters.
- Not use information obtained through the Association for personal, political, or financial gain.

### **Communication with the Association and Committee**

- Be respectful in tone (including emails, social media, and messaging platforms)
- Be honest and accurate.
- Be free from misinformation, defamatory statements, or abusive content.
- Not undermine the Association or its Committee through false or misleading statements.

### **Decision-Making & Governance**

- Respect the authority of the elected Committee.
- Follow established procedures and governance structures.
- Support decisions once formally agreed.
- Avoid actions that disrupt or undermine the effective operation of the Association.

### **Breaches of the Code**

- The Association reserves the right to take action, including removal of membership without notice.
- Serious matters may be reported to relevant authorities.

### **Agreement**

By joining the Biggin Hill Residents' Association, all members agree to comply with this Code of Conduct.