CODE OF CONDUCT

Purpose & Core Values

- **Nemca is a Welcoming Space:** The centre is open, inclusive, and accessible to everyone in the community.
- **Mutual Respect:** Treat all visitors, staff, volunteers, and neighbours with dignity, courtesy, and cultural sensitivity.
- **Zero Tolerance for Discrimination:** Racism, sexism, ableism, homophobia, transphobia, bullying, harassment, and abusive language are strictly prohibited.

2. Expected Behaviour

- **Respect Property:** Take care of the building, furniture, equipment, and shared areas.
- **Follow Instructions:** Co-operate with centre staff and event organisers.
- **Health and Safety:** Keep fire exits clear, report hazards immediately, and do not attend if you pose a health risk to others.
- **Substance Policy:** Smoking, vaping, illegal drugs, and unauthorized alcohol are prohibited on the premises (unless part of a licensed, pre-approved event).

3. Safeguarding & Children

- **Adult Responsibility:** Adults supervising children or vulnerable adults are responsible for their safety and conduct at all times.
- **Appropriate Boundaries:** Staff, trustees, and volunteers must maintain clear, professional boundaries and follow the centre's safeguarding guidelines.

4. Privacy & Confidentiality

- **Data Protection:** Respect the privacy of other users and handle personal data in line with data protection rules.
- **Meetings and Events:** Do not record or photograph other visitors without their explicit consent.

5. Reporting Concerns

- **Speak Up:** Report any unsafe behavior, damage, or discrimination to the Centre Manager or a member of the Management Committee.
- **Complaints Process:** Formal complaints can be submitted in writing following the centre's Complaints Policy

6. Breaches of the Code

- **Action:** Failure to follow this code may result in a verbal warning, a temporary ban from the facility, or permanent exclusion.
- **Escalation:** Serious incidents involving violence, theft, or illegal activity will be reported directly to the police.

Date Implemented: March 2010	Future Review Dates					
	2026					
Date reviewed	X					
Date approved By Trustees	Mar 2026					

CHAIR OF MANAGEMENT COMMITTEE

