CODE OF CONDUCT

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| Code of Conduct for: The Highlands Astronomical Society |
| Date drafted: 22/05/19 | Date for review:18/06/21 |
| Date approved by the Committee: 18/06/19 |
| Signature of Chair: |
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| *The Highlands Astronomical Society expects all our members, regardless of role, to uphold the conduct expectations listed within our code.* |

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| **Personal behaviour and Disciplinary** *Polite and considerate towards others at all times. Respectful of difference and showing no favouritism. Misconduct will be dealt with through our disciplinary procedure.* |
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| **Safety** *Mindful of safety and protective of others. Taking care of the materials, resources and premises of the meeting place and the Observatory.*  |
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| **Communication** *Use of appropriate language and tone. Consider a range of communication methods to be accessible to all service users and volunteers consistent with GDPR.* |
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| **Confidentiality** *Personal information about our members should remain confidential and only shared with Committee members who need to use it for disseminating information to our members or if there are safeguarding concerns.*  |
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| **Security** *Awareness of self and others: sign in and out at the meetings, make visitors welcome, challenge strangers with courtesy, alert a Committee member with any concerns regarding people or premises security, whether at our meeting place or Observatory.* |
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