

## Members' Code of Conduct

The Royal Air Forces Association (the Association) is a member-led welfare charity with unique responsibilities and roles. To achieve our ambitions, we must work with and through others. In doing this, we must inspire confidence, trust and respect which demands a culture of openness, integrity and honesty. This culture applies as much to the ways our individual members engage with each other and represent the Association as to the standards of conduct expected of Council, Area Councils and Regional, Branch and Branch Club Committees.

All members are required to follow this Code of Conduct, developed and approved by Council. Based on the shared values of the RAF and the Association: Respect, Integrity, Service and Excellence:

- Members should demonstrate high personal standards of conduct and must not behave in ways that damage or undermine the reputation of the Royal Air Force, the Association and Branch(es), Branch Club(s), Regions(s), Area(s) or themselves. This applies not only to behaviour at Association events but also to any serious misconduct unrelated to Association activity such as committing a criminal offence, engaging in activities that are unlawful, likely to cause offence or to undermine public trust and confidence.
- Members should maintain the highest of standards of decency and justice toward all individuals at all times.
  - Interactions with each other, with members, employees, volunteers, supporters and partners, and with the wider community, should be characterised by a respect for the views of others, honesty and openness, even when there are differences in opinion.
  - There is no place for prejudice, discrimination, harassment or victimisation, whether intended or not, nor is there any place for malicious or vexatious activity. In this, it is critical to be aware that it is how such behaviour is **received or perceived**, and not how it was **meant**, that matters.
  - The Association is committed to creating an environment where everyone is treated equally, fairly, with dignity and respect, free of harassment and bullying, and within the bounds of the Association rules.
  - The Association aims to create an inclusive environment that celebrates and values everyone, and will challenge unacceptable behaviour.



- ⦿ Members should support and uphold the aims, objective and values of the Association, comply with the Governance Handbook and its policies and guidance.

Where there are grounds for considering that a member has breached the Code of Conduct, a complaint may be made under the Complaints Policy. Where a complaint is upheld, sanctions may be applied in accordance with the Members' Administrative Procedure.

The Association also reserves the right to refer any breach of this Code of Conduct which breaks criminal law to the police and/or any other regulatory authority instead of/or as well as dealing with it under the Complaints Policy and or Members' Administrative Procedures.

Approved by Council on 5 September 2018

Annex A: Examples of misconduct and/or personal behaviour, which the Association would regard as a breach of the Code of Conduct

## Annex A

### Examples of misconduct and / or personal behaviour, which the Association would regard as a breach of the Code of Conduct

- ⦿ Theft
- ⦿ Fraud
- ⦿ Other forms of dishonesty or misrepresentation (including falsely claiming service record, rank, decorations or honours or falsification of records)
- ⦿ Deliberate breach of legislative or regulatory requirements or Association policies
- ⦿ Aggressive behaviour including shouting or personal insults
- ⦿ Verbal abuse including swearing
- ⦿ Fighting or other physical abuse
- ⦿ Sex offences, sexual harassment, assault or abuse
- ⦿ Bullying. Bullying is a broad concept, which may generally be characterised as: offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. It is critical to be aware that it is how such behaviour is **received or perceived**, and not how it was **meant**, that matters. Bullying may include:
  - ⦿ The telling of jokes, engagement in banter, making remarks that could reasonably cause offence or publishing, circulating or displaying images or including anything that is sexual in nature, sexist, racial, racist, homophobic, ageist, connected to religion or belief, or related to an individual's disability.
  - ⦿ Isolation, deliberate exclusion and/or non co-operation.
  - ⦿ Spreading malicious rumours or gossip, or insulting someone.
  - ⦿ Using offensive terms to describe someone with a protected characteristic.
  - ⦿ Use of nicknames, which demean by describing someone with a protected characteristic or a non-protected characteristic such as that around their personal appearance, accent or place of birth.
- ⦿ Harassment. Harassment is **unwanted** conduct related to relevant protected characteristics. Examples of harassment would include unwelcome physical or sexual conduct, demeaning comments about a person's appearance; repeated name calling related to an individual's protected characteristic, the use of obscene gestures and the open display of pictures or objects with sexual or racial overtones, even if not directed at any particular person, e.g. images on mobile phones, magazines, calendars or pin-ups.
- ⦿ Victimisation. Victimisation is unfavourable treatment of a person ('the victim') to a detriment because they have made an allegation (whether expressly or otherwise) of inappropriate behaviour or because it is suspected that the victim has done or intends to do any of these things.
- ⦿ Discrimination including forms of harassment, slurs or similar treatment because of a protected characteristic (race, gender and gender identity or reassignment, age, disability, sexual orientation, marriage and civil partnership or religion and belief)
- ⦿ Vexatious or malicious activities.

