



Code of Conduct

Issue Date	February 2026	Reference	P/015
Next Review Due	February 2027	Review Cycle	Annual
Reviewing Panel	Board of Trustees		
Applicability	Employees Executive Committee Trustees Members Customers (<i>including guests to events</i>)		

1. Abstract

- 1.1. Josephine Butler Junior Common Room CIO (“the JCR”) is a registered charity, with a duty to promote a safe and inclusive environment for all stakeholders.
- 1.2. Therefore, the JCR expects its executive committee, employees, and trustees to commit to upholding and promoting these standards.
- 1.3. The purpose of this policy is to detail how the executive committee, employees, customers, and trustees shall conduct themselves.
- 1.4. Disciplinary action may be taken if one is in violation of the Code of Conduct (as detailed in the Discipline Policy (P-026)).

2. Role and Responsibilities

- 2.1. All volunteers and employees must, at all times, comply with all law and regulations relevant to the charity.
- 2.2. All volunteers and employees must act responsibly when dealing with JCR finances, including by obtaining receipts for all transactions, having reasonable proof for any mileage claims and obeying limits from HMRC for mileage allowances, and to keep all financial instruments secure, especially when not in use.
- 2.3. All customers, members, employees, trustees, and customers shall abide by the policies and procedures that are applicable to them, alongside the constitution and standing orders.
- 2.4. All volunteers and employees must respect each other, both during and outside of any projects, to promote a safe and inclusive environment.
- 2.5. All JCR positions must be filled fairly, and advertised to all eligible members. No JCR member shall be excluded from voting, nor running for an election. Exceptions to this apply if: the candidate is deemed ineligible to run by law; if the candidate is deemed ineligible to run by failing a task given to all candidates by the roles’ predecessor, in the case the Standing Orders suggest such task; if the Sabbatical Officers, the Chair of Board of Trustees (or their deputy), or other relevant stakeholders deem the candidate ineligible; or if the candidate is barred from running in the role as a consequence of any disciplinary action, in line with the Discipline Policy.

2.6. It is the responsibility for every member of the JCR to help the JCR, and to achieve an inclusive and supportive environment.

2.7. Any discrimination, as outlined in the Equality Act 2010, or bullying is not tolerated. Any discrimination, bullying, or harassment shall be reported to the JCR President, or in a case the JCR President has a Conflict of Interest, the Chair of the Board of Trustees (or their deputy) shall investigate, and deliver any disciplinary action deemed fit by the Discipline Policy (P/026).

3. Assets

3.1. The JCR owns many different assets, both tangible and intangible.

3.2. Trustees, employees, volunteers, members, and customers shall not misuse any assets or use frivolously.

3.2.1. They shall also protect JCR facilities and other tangible assets from damage and vandalism where possible.

3.2.2. They shall not steal any asset, irrespective of the value. This includes any asset taken from an event without the JCR President's explicit permission.

3.3. The JCR may have received donations for a particular purpose. In which case, such fund may only be used for the given purpose, and may not be used for any other purpose, unless the original donor contacts the JCR to say otherwise.

3.4. Any person is not permitted to take any money or assets from the JCR, which is not meant for them. This is known as embezzlement, which is illegal, and one who embezzles may be subject to the most serious sanctions in line with the Discipline Policy, including being reported to organisations outside of the JCR.

3.5. A member, volunteer, employee, or trustee of the JCR may be permitted a loan if permitted by the JCR President, or the Chair of Board of Trustees (or their deputy). A loan must however have a valid reason, for instance as an advanced payment if a reimbursement system is not suitable, or if it is a loan of any asset. The terms of such loan would be dictated at the discretion of the person authorising such loan.

4. Professionalism, Collaboration, Communication

- 4.1. All employees, volunteers, and trustees shall commit to the charitable aims of the JCR.
- 4.2. All employees, volunteers, and trustees shall show integrity and professionalism in the workplace.
- 4.3. All employees, volunteers, and trustees are encouraged to be collaborative, and must communicate in a neutral or friendly manner with other people.
- 4.4. All employees, volunteers, and trustees must not disrupt the workplace, or present frivolous obstacles to their colleagues' works. Although scrutiny is encouraged, it must be constructive, and must not use such scrutiny to degrade their colleagues, or to be vexatious.

5. Harassment, Discrimination, and Bullying

- 5.1. The JCR follows the Respect at Study Policy from Durham University, with matters relating to harassment and discrimination. To seek advice, support, or guidance, members shall consult the policy from Durham University.
- 5.2. The Respect at Study Policy states that all should have the right to feel safe in an environment free from harassment and bullying. This is defined by the policy as any unwanted behaviour, and including discriminatory or offensive statements, unfair treatments, or any other undermining actions in the form of comments, physical gestures, facial expressions, or jokes, and may take place via any medium, including face-to-face, within written communication, or other forms, causing the victim alarm or distress.
- 5.3. Bullying may also include offensive, intimidating, malicious, or insulting behaviour.
- 5.4. If harassment or bullying is connected to an individual's actual or perceived: age, sex, disability, gender, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion, belief, or sexual orientation, it is classed as unlawful discrimination under the Equality Act 2010.
- 5.5. The JCR is committed to building a community free from harassment, discrimination, and bullying.

6. Reputational Damage

6.1. All employees, trustees, volunteers, members, and any customers at a JCR event, must ensure their actions do not put the JCR into disrepute. This includes by ensuring their personal conduct is good, and by ensuring they don't negatively impact anyone, both within and outside of the JCR.

7. Violation

7.1. The Discipline Policy (P/026) dictates what happens in the breach of the Code of Conduct. Anyone who breaches this policy shall directly be referred to the Discipline Panel, who shall invoke sanctions based on this policy.

7.2. A violation may be reported in line with the Complaints Policy (P/009).

8. Approval & Review

8.1. This Code of Conduct Policy was prepared in December 2025 by the Compliance and Governance Officer with the assistance of the JCR President, on behalf of the Board of Trustees.

8.2. This policy shall be reviewed every year by the Board of Trustees, in consultation with the JCR President, and the JCR Executive Committee.

This Code of Conduct Policy has been approved by the JCR President, and the Board of Trustees.

Signed David Evans
Signature



Dated Date 21/02/26

Position **Chair, Board of Trustees**

Signed Joshua Barrett
Signature



Dated Date 19/02/26

Position **JCR President (2025-26)**