



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

Code of Conduct (v3)

1. Purpose

The role of the Steering Group is to carry out the day-to-day business of WANA in an **efficient, fair, and reasonable** manner.

In taking decisions on behalf of WANA, Steering Group members must always be aware of their responsibility to **represent all residents of Witherley and Atterton**.

All Steering Group members will comply with the **WANA Constitution** and all associated **policies and procedures** at all times.

WANA will provide each new Steering Group member and volunteer with **appropriate support** and will ensure they are made to feel welcome.

2. Standards of Behaviour

Members of WANA shall conduct themselves in a manner that does **not cause offence to others**.

Racist, sexist, inflammatory remarks, or any form of abusive behaviour will **not be tolerated**.

Steering Group members and volunteers must:

- Treat others with respect and courtesy
- Recognise that everyone is entitled to express their views
- Avoid personalising issues or disagreements

3. Managing Inappropriate Behaviour

The Chair of the Steering Group has the authority to **warn an offending member** if inappropriate behaviour occurs.

If the behaviour continues, the member may be asked to **leave the meeting** and not attend further meetings until further notice.

In such circumstances, the Steering Group must arrange a time and date to **discuss the incident** with the individual concerned and decide on an appropriate course of action.

4. Transparency and Accountability

The Steering Group must operate in a **transparent manner** in the activities and decisions it undertakes on behalf of WANA.

Decisions will be made either by **unanimous agreement** or by a **simple majority** of those present. Members in the minority must be prepared to accept the majority decision.

5. Conflicts of Interest

Steering Group members must **never use their position** to seek preferential treatment for themselves, their family, or relatives.

Any potential personal interest that could reasonably be perceived as influencing decision-making should be **declared and managed appropriately**.

6. Attendance and Commitment

Steering Group meetings must be held at times that are **convenient to the majority** of Steering Group members.

If a Steering Group member fails to attend **three consecutive meetings without good reason**, they may be asked to resign from the Steering Group.

A **record of attendance** will be kept for each meeting.

7. Breaches of the Code of Conduct

A serious breach of this Code of Conduct may result in a Steering Group member being **asked to resign**, following discussion by the Steering Group.

8. Volunteers

This section applies to **all volunteers working on behalf of WANA**.

Volunteers are expected to:

- Act in a manner that reflects the **values, aims, and objectives of WANA**
- Conduct themselves with **respect, courtesy, and fairness**
- Follow the principles and standards set out in this **Code of Conduct**, as relevant to their role
- Work within agreed roles and boundaries, taking direction from the Steering Group or a nominated lead where appropriate
- Raise any concerns about conduct, decision-making, or activities with a Steering Group member in a **constructive and timely manner**

WANA will provide volunteers with **appropriate support and guidance** and will seek to ensure that volunteering with WANA is a **positive and inclusive experience**.

Serious or repeated breaches of expected standards of behaviour may result in a volunteer being asked to **step back from their role**, following discussion with the Steering Group.

Document History

Agreed by the Steering Group 26th March 2024

Reviewed and agreed by the Steering Group 18th March 2025

Reviewed and agreed by the Steering Group 24^h March 2026