



ORGANISATION	BELFAST & DISTRICT BEEKEEPERS ASSOCIATION (BDBKA)
Policy Title	Member Code of Conduct
Policy Author (v3)	BDBKA Management Committee
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1. Purpose

This Code of Conduct establishes the standards of behaviour expected by all members of the Belfast & District Beekeepers Association (BDBKA). It aims to foster a respectful, safe, and inclusive environment aligned with the Association's values and objectives.

2. Application

All members are required to adhere to the Code of Conduct, whether functioning as Committee Members/ Tutors/Apiary Team support and/or in participating at events or programmes either run by or where they are representing the BDBKA:

- Maintaining the highest standards of behaviour guaranteeing the protection of children, young people and adults at risk, refer to the *(BDBKA Policy Guide - Implementing the UBKA Safeguarding People (Children & Adults))*.
- Act in a way that is in line with the purpose and values of the BDBKA and that enhances the work of the Association.
- Communicate respectfully and honestly, both in person and in any correspondence, with others at all times.
- Treat others with fairness, equality, dignity and respect.
- Do not engage in any activity that may cause physical or mental harm or distress to another person – harassment and/or discrimination, or any form of bullying.
- Disputes/misunderstandings arising between members, which cannot be resolved informally between the parties, should be brought to the BDBKA Secretary for resolution

or if necessary, escalation to the Committee - in line with the (*BDBKA Complaints & Disciplinary Policy/Procedure*).

- Be aware of issues of confidentiality – respecting personal or sensitive information that you may have access to.
- Exercise caution and care with any documents, material or devices, containing sensitive and/or personal data. Only authorised administrators within BDBKA will have access to such material; refer to the (*BDBKA Guidance on Record Management & Data Handling*).
- Observe Health & Safety procedures, in line with training provided to members, refer to the (*BDBKA H&S Policy*).
- Avoid bringing the BDBKA into disrepute (including through the use of email, social media and other internet sites and/or when engaging with the media).
- Declare any conflicts of interests (e.g. business interests or employment).
- Committee members are required to disclose¹ the fact that they have been charged with or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended).

3. Implications for members

Breaches of the Code of Conduct or other policies and procedures may be subject to disciplinary action, in line with the (*BDBKA Complaints & Disciplinary Procedure*).

¹ For the avoidance of doubt, a member ***is not*** required to disclose the fact or details of ‘spent convictions’ under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to [the BDBKA].