



The Friends of Headstone Manor Park

Code of conduct for Park User Groups (PUGs) – Rev May 2025

Introduction

The purpose of this Code of Conduct for The Friends of Headstone Manor Park is to set out standards of behaviour expected from all volunteers.

The Code of Conduct will also to ensure trust and confidence among volunteers and to promote positive working practices.

All volunteers should ensure that they have read, understood, and comply with the Code of Conduct.

A signed and dated copy should be returned to the Chair. (Electronic signatures are acceptable if returning via email) By signing and returning this copy of code of conduct you are accepting the code of conduct and are agreeing to follow it:

Code of Conduct

All volunteers shall:

1. Behave politely and courteously in all interactions with other volunteers, council officers, members of the public, partners, and official organisations.
2. Act, honestly, responsibly and with integrity at all times.
3. Declare potential conflicts of interest (e.g. running commercial enterprises in a park (e.g. cafes), running an events company which hosts activities in parks, personal relationships, employment, local councillor, involvement with other groups that may compromise their position as a volunteer for the park user group.

These should be updated as relevant (ref: The Friends of Headstone Manor Park conflict of interest document).

4. Understand that they may not benefit financially from participating in the group and agree that they will not try to influence any decision which may bring them

financial or other gain.

5. Treat others with dignity and respect. Respect differences in background, ability, and act fairly in ways that do not discriminate against anyone, actively listening to the views of others, according to The Friends of Headstone Manor Park Equalities and Diversity Policy.

Aggressive and abusive behaviour and language will not be tolerated.

6. Strive for positive, open communication and respect expression of differing views.

7. Only chair and discuss private, confidential, and contentious issues and complaints at special general meetings (committee meetings) solely with committee members in attendance.

8. Not bring The Friends of Headstone Manor Park into disrepute through the use of email, internet, WhatsApp, social media, and any other forms of online or offline external communication.

9. Honour everyone's valuable time and not use any such media for communication of personal contentious issues, criticism, wording, or actions, associated with The Friends of Headstone Manor Park that may undermine or discredit The Friends of Headstone Manor Park and filter out into the wider community.

10. Raise problems, complaints, and concerns in an appropriate manner and in line with The Friends of Headstone Manor Parks Conflict Resolution and Complaints process.

11. Abide by this code and failure to do so may result in exclusion from The Friends of Headstone Manor Park.

12. I have read the above rules and guidance and agree to abide by these during my time as a volunteer.

13. I understand that action will be taken according to the Conflict Resolution & Complaints policy and other relevant policies and procedures if a volunteer does not act in accordance with this Code of Conduct.

Signed:-

Friends of Headstone Manor Park – Chairman

Date: 01st May 2025