

Code of Conduct Policy for Staff, Volunteers, Workshop Leaders, Support Workers, and Visiting Artists at Boho Arts Limited

Professionalism and Respect:

- All individuals associated with Boho Arts, including staff members, volunteers, workshop leaders, support workers, and visiting artists, are expected to maintain a high level of professionalism and treat each other, participants, and stakeholders with respect and courtesy.
- Discrimination or harassment based on race, gender, age, religion, sexual orientation, disability, or any other protected characteristic will not be tolerated.

Inclusive Environment:

- Everyone involved with Boho Arts should work together to create a welcoming and inclusive environment that encourages diverse participation and values the opinions and experiences of all individuals.
- They should be mindful of language and behaviour that may be offensive or exclusionary and strive to foster an atmosphere of mutual respect and understanding.

Preparedness and Timeliness:

- All individuals, including staff members, volunteers, workshop leaders, support workers, and visiting artists, should arrive on time and adequately prepared for their roles and responsibilities, ensuring they have all the necessary materials and resources ready.
- They should adhere to schedules and commitments, maximizing the time available for meaningful engagement and collaboration.

Clear Communication:

- Effective and clear communication is essential for all individuals associated with Boho Arts Limited.
- It is important to communicate instructions, expectations, and any relevant information clearly to colleagues, participants, and stakeholders.
- Active listening, prompt and accurate responses, and seeking assistance when needed are key elements of successful communication.

Safety and Well-being:

- All individuals, including staff members, volunteers, workshop leaders, support workers, and visiting artists, have a shared responsibility to prioritize the safety and well-being of participants, colleagues, and stakeholders.
- They should adhere to all relevant health and safety guidelines and take appropriate measures to address any potential risks or emergencies that may arise.

Ethical Behaviour:

- Everyone associated with Boho Arts is expected to conduct themselves with integrity and adhere to ethical standards in all interactions.
- This includes respecting confidentiality, avoiding conflicts of interest, and handling sensitive information with discretion and care.

Feedback and Continuous Improvement:

- A culture of continuous improvement is encouraged, where all individuals associated with Boho Arts, including staff members, volunteers, workshop leaders, support workers, and visiting artists, are open to constructive feedback and actively seek opportunities for growth and development.

- Feedback should be given and received respectfully, and individuals should strive to enhance their skills, techniques, and knowledge based on feedback and best practices.

Compliance with Policies:

- All individuals associated with Boho Arts, including staff members, volunteers, workshop leaders, support workers, and visiting artists, must comply with all relevant policies and guidelines set forth by the organization.
- This includes policies related to child protection, data privacy, intellectual property, and any other policies relevant to the organization's mission and operations.

Reporting Violations:

- All individuals associated with Boho Arts are encouraged to report any violations of this Code of Conduct policy to the appropriate authorities within the organization.
- Reports of discrimination, harassment, or any other misconduct will be taken seriously, treated confidentially, and addressed promptly.

By adhering to this Code of Conduct policy, all staff members, volunteers, workshop leaders, support workers, and visiting artists at Boho Arts contribute to creating a positive and inclusive environment that promotes learning, creativity, collaboration, and cultural exchange for the benefit of participants, colleagues, and the organization as a whole.

Last Reviewed 01.06.23 by Bev Fox