

Code of Conduct Guidelines for attendance at meetings

- Respect the faith, belief and practice of those present
- Listen to what other people have to say; everyone's contribution is relevant
- Comments should be addressed through the chair
- Wait for someone to finish speaking before you begin and give people a chance to respond
- Be assertive but respectful of others
- Accept differences of opinion and respect each other's views
- Do not use abusive or discriminatory language or say things that could hurt others
- Try to encourage everyone in the group to participate fully by giving them a chance to speak and by making them to feel comfortable and supported
- Maintain confidentiality when requested so that people may speak openly
- Be clear when you speak, avoid using jargon if you can and be sure to explain any initials and terminology so that others feel included
- Aim to have a discussion, share ideas, ask question and follow on from what others are saying rather than making a speech
- Be aware of and be courteous to people around you
- Keep mobile phones on silent unless in an emergency
- Recognise that all present have a right to respect for their individual beliefs
- If anyone deliberately misrepresents or disparages other people's beliefs and practices they will be asked to leave the meeting
- Individual members not adhering to these guidelines may, at the discretion of the chair, be asked to leave the meeting
- A member of SACRE may be removed from office if it is the opinion of SACRE that the member has persistently breached the guidance
- If it is in the collective opinion of SACRE that a committee member does not adhere to the guidance for meetings SACRE will inform the nominating body and SACRE has the right to request a replacement representative member