



Code of Conduct

Short version: Be excellent to each other.

This code of conduct covers how we treat each other. It has been written to ensure that everyone can enjoy being part of Free UK Genealogy community. It applies to members, trustees and other volunteers, and staff including interns. Those contacting us (e.g. with questions or researchers adding notes to records), those participating in our social media, and contractors, are expected to adhere to the same standards.

Everyone who is part of Free UK Genealogy — volunteers, staff, trustees, registered researchers and other users or potential users — should be treated with respect and honesty. Everyone's confidentiality and safety should be valued, and everyone's participation in our work supported.

From time to time, we will review and revise this code, reflecting the changes in society and technology which will occur.

The Code of Conduct

Collaboration and equality

Providing access to high quality data is a shared responsibility. We need to work together to achieve our ambitions. An individual's work will be used by other people, and they in turn will depend on the work of others. Any decision taken will affect users and colleagues, and they should consider them when making decisions. We ask that everyone takes responsibility for their own learning and development, and asks for help at an appropriate time. Those asked for help, should be responsive and helpful, while mindful of their own limits. We ask that if it is necessary for someone to step down, for a period or permanently, that they do so gracefully.

We know that everyone has different talents and abilities. We aim to welcome everyone's contribution. Everyone is entitled to be treated with respect and honesty. We expect trustees, volunteers, registered researchers and staff to respect each other and treat people equally. Everyone should behave at all times with integrity.

Inclusion

Everyone should be included in Free UK Genealogy. Everyone should be listened to, and be prepared to listen to other people. It is essential that the language we use and the way that we behave with other people is not harmful. This means not using any language or behaviour that might be considered sexist, racist or intimidating in any way to the people present. It means having conversations at appropriate times and places. Prejudice that could jeopardise the participation of any person in our community will be challenged.

Violence and aggression: Free UK Genealogy needs to be a safe space for everyone. Those who are violent — or verbally aggressive — towards anyone will be asked to leave.

Quality

Work: We can all make mistakes; when we do, we take responsibility for them. We also accept responsibility for the performance of the people we manage and support. We follow the established practices and policies of Free UK Genealogy, and challenge them when they become out of date. We do not act to the detriment of the charity. We should not seek personal advantage to the detriment of the charity, and we actively seek to enhance the image of Free UK Genealogy and its projects.

Handling conflict: Disagreements, social and technical, are normal, but we are expected to resolve them constructively, assume good intentions and do our best to act in an empathic fashion. For the whole to be more than the sum of its parts, each part must make an effort to understand the whole. Disagreement is no excuse for poor manners. We don't allow frustration to turn into a personal attack. When we cannot resolve a disagreement, we escalate the matter to those who support us / appropriate level of management.

Health and Safety: Everyone is responsible for maintaining a healthy and safe working environment. The employment/volunteer induction handbook has information on how to do this. If we see a problem, or experience an injury or 'near miss' we report it to the Executive Director. If the Executive Director cannot action their own report, it should be sent to the Chair of Trustees to action.

Confidentiality: Everyone expects their personal information to be kept confidential, in line with our Privacy Policy, and we respect the privacy of others and honour confidentiality of information that we are given.

Resolving breaches of this Code

If any volunteer, contractor or staff member has some problem in dealing with another person generally, or with a particular incident, they should talk about it with a member of staff or the person who supports them (e.g. a coordinator or project manager). Further information on how to raise grievances and concerns according to the [Grievances and Concerns](#) Procedure.

Website users and others should raise breaches of this code with the Executive Director. Breaches involving the the Executive Director should be raised with the Chair of Trustees, or in their absence, with any other Trustee.

Breaches of this code may lead to permanent or temporary exclusion from Free UK Genealogy if they are a registered researcher, a person contacting us, on our social media,

or a volunteer (including trustee). For paid staff, breaches are grounds for disciplinary action and may lead to dismissal.

Revision of this Code

Last revised: 15 September 2017.

A formal review of the operation of this code will take place regularly. The next revision will be in December 2017.

This code is based on:

Bill and Ted's Excellent Adventure

https://en.wikipedia.org/wiki/Bill_%26_Ted%27s_Excellent_Adventure

Restore code of conduct

https://www.restore.org.uk/wp-content/uploads/2016/05/Restore-Policy_P008_Practice_Code-of-Conduct.pdf

The UBUNTU code of conduct (<https://www.ubuntu.com/about/about-ubuntu/conduct>)

The eGGSa branch of the Genealogical Society of South Africa code of conduct

<http://www.eggasa.org/index.php/en/about-us/47-the-eggasa-code-of-conduct>