



# **OXFORD PRIDE**

## **Policy, Organisation and Rules of Oxford Pride Group Ltd**

Updated October 2020

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## Interpretations

'address' means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the charity;

'company law' means The Companies Act 2006;

'charity law' means the Charities Act 1993;

'LGBT' means Lesbian, Gay, Bisexual and Transgender;

'the charity' means the company intended to be regulated by the articles of association and this document;

'the company' means Oxford Pride Group Ltd;

'OPG' means the Oxford Pride Group Ltd;

'Board of Trustees' means the elected Directors of the charity including the Non-Executive Director.

'Management Committee' means the elected Directors and Officers of the charity but does not include the Non-Executive Director.

'Director' means the elected positions of Chair, Secretary, Treasurer and the appointed positions of Non-Executive Director.

'Officer' means a person elected to perform a role who may not be a Trustee or a Director but is a paid-up member;

'pride year(s)' means the period between Annual General Meeting to the next Annual General Meeting;

'the Trustees' means the directors of the charity. The Directors are charity Trustees as defined by Section 97 of the Charities Act 1993;

'the United Kingdom' means Great Britain and Northern Ireland;

Words importing one gender shall include all genders, and the singular includes the plural and vice versa.

## Aims & Objectives

To promote equality and diversity, advance education and eliminate discrimination in relation to Lesbian, Gay, Bisexual and Transgender (LGBT) people, in particular but not exclusively those resident in Oxford or Oxfordshire (the "area of benefit") for the benefit of the public by raising awareness of the issues affecting said persons in particular by promoting and staging an annual LGBT festival and making grants and/or donations to other charitable and voluntary organisations with the object of developing an environment in favour of LGBT equality by providing information, advice and support.

## Diversity and Equal Opportunities

The Charity is committed to fostering an inclusive culture which promotes equality, values diversity and maintains an environment in which the rights and dignity of all its members, and attendees, are respected.

The Charity embraces diversity amongst its members and attendees, and seeks to achieve equity in the experience of all through the implementation of transparent policies, practices and procedures and the provision of effective support.

The Charity recognises that equality should be embedded in all its activities and will seek to promote awareness of equality and foster good practice.

In exercising its policies, practices, procedures and other functions, the Charity will have due regard to its duties under the Equality Act 2010 and to the protected characteristics (age, disability, gender reassignment, marital or civil partnership status (in employment), pregnancy and maternity, race, religion or belief (including lack of belief), sex and sexual orientation) specified within it, as well as other relevant circumstances including parental or caring responsibilities.

In particular, the Charity will:

- Encourage applications for committee positions from the widest pool of potential candidates, especially where representation is disproportionately low;
- Take steps to meet the particular needs of individuals from protected groups where these are different from the needs of others.

The Charity expects all members to treat each other with respect, courtesy and consideration and does not tolerate any form of bullying or harassment. It has a Policy on Harassment and Bullying.

### **Application of the Equality Policy**

This policy applies to all members of the Charity, and attendees at any Charity events.

All members of the Charity are expected to act in accordance with this policy and to treat fellow members with respect at all times.

All visitors to Charity events, including contractors, and people operating on behalf of the Charity, have a responsibility to behave in accordance with the principles of this policy.

### **The Charity's commitment**

The Charity will:

- Seek to embed equality in all its activities;
- Have regard to its obligations under relevant legislation, including the Equality Act 2010 and the Public Sector Equality Duty 2011;
- Publicise this policy, and any relevant codes of practice and guidance;
- Use an evidence-based approach to inform its activities to increase equality and to measure the impact of any changes;
- Regularly review this policy and all associated codes of practice and guidance.

## **The Seven Principles**

### **Selflessness**

Those in public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

### **Integrity**

Those in office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

### **Objectivity**

In carrying out business, including making appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of office should make choices on merit.

### **Accountability**

Those in office are accountable for their decisions and actions to the members and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Those in office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

### **Honesty**

Those in office have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts arising in a way that protects the interest.

### **Leadership**

Those in office should promote and support these principles by leadership and example.

## **Roles & Responsibilities**

This section outlines the structure of the charity including the functions of each role and their responsibility. Only one person may hold office in a role except the role of Non-Executive Director where there are two positions of office. It is important that those holding office have a clear understanding of the various roles and responsibilities of the different individuals.

The Executive director positions, namely Chair, Treasurer & Secretary hold a term of office for 2 pride years. The Non-Executive Director holds term of office for 2 consecutive years from date of appointment. All officer positions are for a term of one pride year.

Members elected to hold office in any position may hold office in more than one role.

### **Board of Trustees**

The Board of Trustees shall meet at least once every 12 weeks with minutes of the meeting being made available to all members; and non-members present within 5 days.

The Board's function is to decide the strategy, policies and overall direction of Oxford Pride Group Ltd work within the budget, legal and statutory framework and other relevant funding criteria set. The Board will also be responsible for monitoring the performance of the Management Committee in delivering the legitimate decisions of the Board.

Board members are required to pay due regard to formal advice given by the Management Committee, accountant, legal advice, the bank and funders.

### **Management Committee**

The Management Committee shall meet at least once every 6 weeks with minutes of the meeting being made available to all attendees within 5 days.

It is the role of the Management Committee to implement the Board's legitimate decisions and to manage on a day-to-day basis the affairs of the Charity, within the budgets, legal and statutory framework and other relevant criteria set.

Vacant positions shall be delegated by Chair upon skills existing within the committee or membership to ensure all are taking a shared responsibility and to assist with succession planning and mentoring.

### **Charity Trustees**

The charity trustees are listed as directors of the company at Companies House and as Charity Trustees with the Charity Commissioner for England & Wales.

#### **1. Non-Executive Director**

- (a) Shall oversee all activities of the charity and be an advisor to Management Committee.
- (b) Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity is preparing reports on what it has achieved and Annual Returns and Accounts as required by law.

- (c) Ensure that the charity does not breach any of the requirements or rules set out in its governing documents and that it remains true to the charitable purpose and objects defined within.
- (d) Be a neutral mediator should any dispute arise between any party whether internal or external with ability to thoroughly investigate, produce a report on the dispute to the members and Management Committee, and to resolve the dispute.
- (e) Must attend at least one in every three General Meetings.
- (f) Must attend all Board of Trustee Meetings unless unable to do so due through illness, annual holiday or other suitable agreed reason.
- (g) Must be a minimum of one Non-Executive Director with a maximum of three in office at any one time and may not hold any other role within the Company.
- (h) Must be a fully paid-up member of OPG.

## **2. Chair**

- a) Oversee all activities of the Group.
- b) Liaise with the Treasurer to forecast & budget all Oxford Pride events.
- c) Liaise with the Secretary to maintain records and membership responsibilities.
- d) Organise all General, Extraordinary and Annual General Meetings with the support of the Secretary. The Chair may appoint a Trustee of the charity to chair each of these meetings.
- e) Represent the charity externally within the local community in liaison with the Communications Officer.
- f) Should the Chair resign, an extraordinary general meeting shall be called as soon as possible to elect a replacement. Until the election has occurred, the Treasurer will act in place of the Chair.
- g) Be available (excluding illness or other exceptional circumstance) throughout the annual Pride event to answer any queries.
- h) Must attend all Board of Trustee Meetings unless unable to do so through illness, annual holiday or other suitable agreed reason.
- i) Manage and assist a team that is formed of Communications Officer, Community Officer and Creative Officer and Website Officer.
- j) Must be a fully paid-up member of OPG.

## **3. Treasurer**

- a) Responsible for the control and forecasting/budgeting of accounts of Oxford Pride.
- b) Shall forecast the costs of the event and associated fundraising events.
- c) Ensure all monies are banked and recorded appropriately in line with both Charity and Company Law.
- d) Produce basic profit and loss accounts.
- e) Provide on request up-to-date accounts to any member of the Group, and provide a basic financial summary to all General Meetings, and a detailed financial report to the Annual General Meeting.
- f) The Treasurer in liaison with the Chair and the Secretary will oversee the financial regulations and contracts in line with Company Law, Charity Law and Policies of the Charity.
- g) The Treasurer shall be responsible for the issuing and receiving of invoices of the Company.
- h) The Treasurer shall be available (excluding illness or other exceptional circumstance) throughout the annual Pride event to answer any queries.
- i) The Treasurer will issue purchase orders for all expenditure, which will then be matched to the invoices. For any income received an invoice or receipt must be issued by the Treasurer.
- j) Manage any grants or funding schemes OPG may make available from time to time.

- k) Must attend all Board of Trustee Meetings unless unable to do so through illness, annual holiday or other suitable agreed reason.
- l) Must be a fully paid-up member of OPG.
- m) Assist the Chair in overseeing all activities of the company and step in as 'Acting Chair' if for any reason the current Chair is unable to fulfil their duties.

#### **4. Secretary**

- a) Maintain an up-to-date register of volunteers, which should be available to any Director at any meeting.
- b) Will be listed as the Company Secretary at Companies House in addition as a Director.
- c) Coordinate all persons who have volunteered to assist at any event prior to, after and at the event.
- d) Ensure all persons who have volunteered to assist at any event have had a required brief on Health & Safety, Financial Regulations and any other items as required.
- e) Be a data controller and ensure that the Company follows the Data Protection Act 1998.
- f) Maintain an up-to-date register of membership and a register of interests, which should be available to any member at any meeting.
- g) Work with the Treasurer and the Chair to ensure the financial regulations and contracts are adhered to.
- h) Be available (excluding illness or other exceptional circumstance) throughout the annual Pride event to answer any queries.
- i) Must attend all Board of Trustee Meetings unless unable to do so through illness, annual holiday or other suitable agreed reason.
- j) Must be a fully paid-up member of OPG.
- k) Manage and assist a team that is formed of Accessibility Officer, Festival Officer, Parade Officer and Volunteer Officer.
- l) Take minutes at all meetings, though this role may be delegated as appropriate.
- m) Co-ordinate all correspondence including the advertisement for all meetings and the prompt circulation of minutes.

### **Officers**

Officers are fully paid-up members of the company and have volunteered and been voted by the membership to hold an official capacity with the company.

#### **1. Accessibility Officer**

- a) Seeking to make all events accessible for all.
- b) Working towards gaining Access Charter of Best Practice
- c) Making links with Regard (charity for disabled LGBTQ+ people).

#### **2. Communications Officer**

- a) Be a single point of contact for all media contacts.
- b) Work in liaison with the Chair and Fundraising Officer to advertise events.
- c) Present a unified message in relation to the decisions of OPG and to be responsible for the publicity of the Oxford Pride events in the media.

#### **3. Community Officer**

- a) Liaise with all community groups within Oxfordshire.
- b) Be a representative and face of Oxford Pride at all community groups.



- c) Build a close rapport with community groups and provide a report to Oxford Pride on events including the opportunities where Oxford Pride can assist the community group.
- d) Produce, maintain and deliver education and information workshops to the local community where it is community groups, local businesses or education establishments.
- e) Represent Oxford Pride at any community events and within the wider community.
- f) Manage Oxford Pride Loyalty Card scheme.

#### **4. Creative Officer**

- a) Be a representative and face of Oxford Pride at all community groups.
- b) Build a close rapport with community groups and provide a report to Oxford Pride on events including the opportunities where Oxford Pride can assist the community group.
- c) Produce, maintain and deliver education and information workshops to the local community where it is community groups, local businesses or education establishments.
- d) Represent Oxford Pride at any community events and within the wider community.
- e) Manage Oxford Pride Loyalty Card scheme.

#### **5. Entertainment Officer**

- a) Responsible for all entertainment on the day of Pride and at other events Pride may organise.
- b) Work with the Operations Officer in arranging events before and after Pride.
- c) Booking of performers and acts in consultation with the Management Committee.
- d) Appointing a stage management team for the Pride events that may require one.

#### **6. Festival Officer**

- a) Organise and overseeing the management of the Oxford Pride Festival week excluding the main pride event.
- b) Liaise with local community groups, businesses and organisations to bring together a diverse range of events that celebrate LGBT life in Oxfordshire.
- c) Request and gather all the necessary material to enable an informative and inspiring pride festival guide to be produced and distributed to promote the festival in a timely manner.
- d) Work closely with Operations Officer, Parade Officer, Fundraising Officer, Creative Office and Treasurer to facilitate both quality and income from publishing the Oxford Pride Festival Guide.
- e) Produce the Oxford Pride Festival Guide in liaison with the Management Committee.

#### **7. Fundraising & Sponsorship Officer**

- a) Apply for any Grants and/or benefits which Oxford Pride may be eligible.
- b) Work in closely with the Treasurer and Entertainment Officer (and where necessary others on the Management Committee) to produce a programme of fundraising events.
- c) Responsible for the sale of advertising space within the Pride Festival Guide and website.
- d) Responsible for organising and overseeing the management of all Oxford Pride fundraising events.
- e) Ensure any financial items are discussed with the Treasurer.
- f) Create and manage the Sponsorship pack with assistance from the Management Committee and the Communications Officer.
- g) Approach companies, both local and national in order to obtain funding for company/charity.
- h) Liaise with the Website Officer and the Communications Officer to make sure full exposure for the sponsor.

- i) All companies and groups approached will be cleared by the management group before the agreement is confirmed to ensure the company is “in keeping” with the spirit of the charity and Oxford Pride as a whole.

## **8. Marketplace Officer**

- a) Organise the commercial and charity stalls for the Pride event
- b) Sell stall space and design the layout of the village area with the Operations Officer.
- c) Be responsible for selling concessions such as bars, food stalls, and fun fairs at the discretion of the Management Committee in liaison with other appropriate Officers.
- d) Shall work in consultation with the Treasurer to ensure that all stalls and concessions are suitably contracted.

## **9. Operations Officer**

- a) Ensure that the legal requirements for the Pride event are met in terms of Health and Safety, and will work closely with the appropriate local authorities.
- b) Managing security for the Pride events, appointing a Senior Steward, and organising a stewarding team for the day.
- c) Should be a Personal License holder and must personally apply for the Public Entertainments Licence (or equivalent) and be the named person on the licence and as such have overall responsibility for the site of the event, including set up and take down.
- d) In the event of there being more than one Officer in this role, a Senior Operations Officer shall be appointed to apply for the licence(s) and take overall responsibility for the site of the event.
- e) Obtain any required approvals for holding the event and notifying the necessary authorities where required. In particular the Police, Council and Highways representatives

## **10. Parade Officer**

- a) Responsible for organising and overseeing the management of the Oxford Pride Parade.
- b) Obtain any required approvals in liaison with the Operations Officer for holding the parade event and notifying the necessary authorities. In particular the Police, Council and Highways representatives.
- c) Manage the parade participants and ensuring stewards and security provide a safe environment for all participants.
- d) Must lead the Parade and must be available in person during the parade forming & route as a point of contact.

## **11. Volunteer Officer**

- a) The Volunteer Coordinator will collate information throughout the year to gain a wide selection of volunteers.
- b) They will work with the Communications Officer and Webmaster to make sure sufficient advertising is achieved to gain the number of volunteers needed to put on the event.
- c) Ensure that all Volunteers are briefed before the event and know what is expected of them, including health and safety briefs.
- d) Design and executes a rota for the day of the event, ensuring staff have sufficient breaks throughout the day and that all posts are covered throughout the day parts.
- e) Maintains a register with Secretary of all Volunteers (under Data Protection Act).

## **12. Website Officer**

- a) Maintain the company website and update it with information given to them by a member of the management committee, or the Communications Officer.
- b) The management committee must approve the design and content.

- c) The website must be updated regularly and include community announcements from all parts of the LGBT community.
- d) The inclusion of Sponsor's logos and adverts is to be maintained, and updated as sponsors and supporters give their support to the group.

### Member

A member is a person who has paid to the set sum to become a member of the company and is fully paid-up member.

### Non-Member

A non-member is a person who is not otherwise defined as above.

### Founding Member

A founding member is a person who has been granted lifetime membership of the company and has the same rights as a fully paid-up member.

## Organisation Structure

A visual to assist in explaining the structure of Oxford Pride Group Ltd with the key differences between Volunteers, Members, Management Committee and the Board of Trustees.



## Sub Teams & Reporting

As outlined within Roles & responsibilities there shall be a Team Leader to manage a small team to perform certain aspects of Oxford Pride functions.

| Chair  | Treasurer  | Secretary  |
|--|--|--|
| Communications Officer<br>Community Officer<br>Creative Officer<br>Website Officer | Entertainment Officer<br>Fundraising & Sponsorship<br>Officer<br>Marketplace Officer<br>Operations Officer | Accessibility Officer<br>Festival Officer<br>Parade Officer<br>Volunteer Officer |

## Financial Regulations

This section is intended to set out the financial regulations which all must adhere to. This document may not be a complete list of all the rules regarding financial regulations and procedures and should only be used as a guide in conjunction with the articles of associated and laws of the United Kingdom.

### 1. Bank Account

1. OPG should maintain a bank account that must be based in the United Kingdom.
2. OPG should ensure that there are at least 3 and no more than 5 signatories to the account. The three that must be on the account are the Chair, Treasurer and Secretary. The two others can be any officer of the Management Committee or any other Trustee that the Management Committee decide needs to be on the signatory list.
3. The bank account must have a cheque book that will remain with the Treasurer.
4. Cheques must be signed by two of the bank signatories, preferably one to be the Treasurer.
5. Bank statements should be sent to either the company address, which shall be the home address of the Chair or to the Treasurers home address.
6. Cheques made payable to a bank account signatory cannot be one of the signatories on that cheque.
7. Payments made by BACS can only be made by the Treasurer in line with these financial regulations.

### 2. Fundraising Events

1. Responsible person means:
  - a. Director of OPG;
  - b. Officer of OPG;
  - c. fully paid up member of OPG;
1. The overall responsible person in charge at an event will be nominated by the Treasurer or in their absence a Director of OPG for every event and elected as follows:
  - a. If a Director of OPG is in attendance and representing OPG then they shall be the responsible person;
  - b. If a Director of OPG is not in attendance or in attendance and not representing OPG then the responsible person shall be one from the Fundraising Team;
  - c. If either 2.2.a or 2.2.b cannot be fulfilled a responsible person whom must be a fully paid up member can be nominated by a Director of OPG;
  - d. In the event of item 2.2.c unable to be fulfilled then the fundraising event must finish prior to the overall responsible persons leaving.
2. The overall responsible person in charge will be responsible for all monies and/or stock that belong to OPG.
3. Fundraising events must have at least two responsible persons in attendance, one of whom will be the overall responsible person in charge as per item 2.2;

- a. If two responsible persons cannot attend or one has to leave prior to the end of the event another responsible person must fill their place.
  - b. If another responsible person cannot be found then any persons who is neither a supplier or contractor to OPG nor a fully paid up member may be used as the second person with prior agreement from a Director of OPG.
  - c. In the event of item 2.5.a or 2.5.b unable to be fulfilled then the fundraising event must finish prior to the second person leaving.
5. When collecting money at a fundraising event a sealed OPG collection tin must be used.
  6. The tin must remain sealed and returned to the Treasurer or a Director of OPG in the absence who will in the presence of the overall responsible person in charge open the tin and count the money.
  7. As soon as the money is counted a 'tin receipt' will be filled out. Name of event, amount made and two signatures, one of which must be Management Committee.
  8. Once a 'tin receipt' has been completed the Treasurer must bank the money in the OPG bank account at the earliest possible opportunity.
  9. All fundraising events must be pre-planned and approved by the Management Committee; they cannot be a spur of the moment event.
  10. Any issues that arise during the event must be discussed with the venue management by the overall responsible person in charge and be reported immediately to a member of the Board of Trustees.
  11. Monies from multiple fundraising events must not be combined uncounted at any time.
  12. Any requirement for alcohol at any event must be prior approved by a simple majority vote of the Board of Trustees at any meeting.

### **3. Fundraising Events or equivalent by selling shots.**

1. All articles in item 2 will apply with the following alterations;
  - a. The overall responsible person in charge will collect all monies and/or stock from volunteers/supplying venue.
  - b. If the event is to be supplied with a float by the supplying venue, the overall responsible person in charge must count and sign a float received receipt, a copy of which must be given to the supplying venue.
  - c. Volunteers will be issued with 1 bottle of stock, a bum bag and a float which the volunteer will be responsible.
  - d. When a volunteer has sold their 1 bottle of stock, they must return to the overall responsible person in charge to pay in the monies raised minus the float and will be issued with a collection receipt. The overall responsible person in charge will then issue another bottle of stock to that volunteer or collect the float and bum bag.
  - e. At the close of the event all volunteers must follow item 3.1.d.
  - f. At the close of the event the overall responsible person in charge must collect all stock and monies from volunteers, issue an event collection receipt to the supplying venue and return all unsold stock (if applicable) to the supplying venue (if on a sale or return basis). If the supplying venue has also provided the event with a float this must also be returned and signed for by the supplying event venue management.
  - g. The overall responsible person will then keep hold of all monies until collected by the Treasurer who will recount ready for banking. The Treasurer will bank the monies within 14 days after the event.

### **4. Collection Tins**

1. Collection tins which are located in various venues are the responsibility of the Treasurer.
2. They must be emptied at least once every 42 days (6 weeks) by the Treasurer.

3. A tin must be opened in the presence of one other director or officer of OPG or an Employee of the venue and a 'tin receipt' must be filled out.
4. Money should be banked at the earliest possible opportunity by the Treasurer.

## 5. Members' Expenses

1. All out of pocket expenses must be agreed in writing by a Director of OPG prior to the expense being incurred. All expenses for alcohol must be prior approved by a simple majority vote of the Board of Trustees, expense claims without prior approval will be rejected, and alcohol purchases cannot be approved after the expense was incurred.
2. The Treasurer must be notified of the total amount of expense by email within 7 days (1 week) after incurring the expense, notification submitted after 7 days (1 week) may not be paid.
3. An expenses form must be completed and returned to the Treasurer within twenty-one days of the expense being incurred.
4. Any expenses must be for the use of OPG, personal expenses will not be paid.
5. All expenses must be presented with a valid original receipt; copies or reproduction will not be accepted.
6. Expense claims for an amount greater than £50 require approval at a general meeting and must be accompanied by a purchase order number that has been issued by the Treasurer prior to the purchase.
7. The maximum limit of Expense in one single transaction that the Treasurer can solely authorise is £350.
8. Expenses greater than £350 in one single transaction must be authorised by the Treasurer and one other Director.
9. Expenses greater than £1000 in one single transaction must be approved at a general meeting by at least two Directors of OPG and two Officers.
10. Expenses will usually be reimbursed by the means of a cheque immediately prior to the commencement of a general meeting or by BACS within 48 hours of an approved expense claim being submitted, reimbursement via means of cash is not available.

## 6. Supplier/Contractor Expenses

1. Any expenses that have been agreed to be paid by OPG must follow the same procedure as item 5. Members' Expenses, except the following:
  - a. Expenses can be claimed up to 30 days after purchase; claims submitted after 30 days may not be paid.
  - b. Expenses must be countersigned by a Director of OPG.
  - c. Paid up Members of OPG may not be a Supplier or Contractor to OPG unless specially authorised under the provisions of Section 7 of the Articles of Association and any expense claim must be countersigned by a Non-Executive Director of OPG.

## 7. Travelling Expenses

1. Travelling expenses can be claimed if the total journey is at least 5 miles from a permanent home address to any official Oxford Pride Business only by prior approval by the Management Committee at a general meeting.
2. The distance will be calculated by the shortest distance on the AA Route Planner.
3. For permanent residence of the United Kingdom the maximum claim is £150.
4. For permanent residence outside the United Kingdom the maximum claim is £300.
5. Travel by Coach, Bus, Rail, Air can be claimed if; a valid receipt for the purchase of a standard class rail fare and/or other economy/standard class public transport fares. Claims for travel in First Class or Business class or similar will not be paid unless it is cheaper than a standard class rail fare and/or other economy/standard class public transport fares at the time of booking.

6. Use of private hire taxis must be accompanied by a receipt, maximum claim is £20.
7. Use of private vehicles will be paid at 40p per mile.
8. Travelling expenses cannot be claimed for attending any General or Officer meetings.

## **8. Hotel Accommodation**

1. Will be provided if total journey time to or from the City Centre of Oxford whilst attending any official Oxford Pride Business is at least 120 minutes (2 hours).
2. The rate of accommodation must be of a standard room and may include costs for breakfast and/or evening meal.
3. Expenses for extra chargeable items such as Room Service Delivery, Minibar, Other Meals, Internet and TV will not be paid.
4. Hotel accommodation expenses must be pre-approved by a Director of OPG fourteen days prior to requirement.
5. Hotel accommodation must not be of a premium brand such as Hilton Hotel or equivalent.
6. Hotel accommodation receipt must be produced prior to your stay or within 5 days after checking out of the accommodation, alternatively booked on your behalf by the Treasurer.

## **9. Telephone Expenses**

1. Telephone expenses may be claimed up to a maximum of £5 in one calendar month or per itemised statement.
2. Telephone expenses which are covered by inclusive tariff minutes or inclusive text messages and have not caused the claimant to go over inclusive minutes or inclusive text messages will not be paid.
3. All telephone expense claims must be accompanied by an itemised statement which shows total cost of the call, length of the call, telephone number of the called/texted party, time & date of the call/text, total inclusive minutes/texts allowance and total of inclusive minutes/texts used.
4. Claims for personal calls will not be paid.
5. Claims for calls or texts must be for the purpose of conducting business relating to OPG.
6. Two malicious or one fraudulent claim in any one financial period will result in future claims for the remainder of that financial period being rejected.
7. Telephone expense claims cannot be made by those who hold a company mobile phone.

## **10. Actions and Responsibilities**

1. Whilst at an event all members of the Management Committee representing OPG must wear Oxford Pride branded clothing when available, usually personal issue.
2. Whilst at an event or carrying out duties for OPG; members must be in possession of suitable personal photo identification such as a passport or driving license and a valid OPG Membership card.
3. Must be of a smart appearance.
4. Must not be under the influence of non-prescribed substances.
5. May consume limited intoxicating beverages but must not be intoxicated.
6. All actions performed under these regulations which bring OPG into disrepute will be treated as gross misconduct which may lead to suspension or permanent cancellation of membership to OPG, this includes matters relating to both theft and deception.
7. Any suspicions of fraud must be reported to a member of the Board of Trustees immediately in confidence; the trustee receiving the report will determine the appropriate action and liaise with other Trustees when required.

## Membership

1. To become a member an individual shall pay an annual fee of £1.00 to the Treasurer and be added to the register of members held by the Secretary. The duration of membership shall be a maximum of 12 months.
2. Membership will expire on the end of the current financial period [Section 10(7) of Articles of Association].
3. Entitlement to full speaking and voting rights at all meetings.
4. Eligible to stand for election to a position on the Management Committee.
5. Membership is open to all [Section 10(2) & 10(3) of Articles of Association]; however, a member may be expelled for misconduct [Section 12(4) of Articles of Association].
6. The Secretary shall maintain an up-to-date Register of Membership which should be available at all meetings to any member upon request [Section 10(5) of Articles of Association].
7. A member may resign by writing to the Secretary and informing him/her of their decision. The membership fee is non-refundable [Section 12(2) of Articles of Association].
8. Life membership is granted to named founders of OPG.

## Annual General Meetings

1. An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
2. The current Management Committee resign.
3. The Chair, Treasurer and Secretary shall be elected by a simple majority vote.
4. Other positions may be elected by a simple majority vote.
5. Motions for the meeting must be proposed & seconded and be submitted to the Secretary at least one week prior to the meeting.

[Section 13(2) of Articles of Association]

## Extraordinary General Meetings

Extraordinary General Meetings are open to members only and are only for items that require a special resolution which has been proposed in a clear motion and signed by at least five members.

## Other General Meetings

Other General Meetings are open to both members and non-members. These meetings are to discuss the day-to-day running of the company. These meetings may become closed meetings at any time during the meeting to discuss an item.

## Notice of General Meetings

The minimum periods of notice required to hold a general meeting are:

- (a) Fifteen clear days for an annual general meeting.
- (b) Ten clear days for an extraordinary general meeting called for the passing of a special resolution.
- (c) five clear days for all other general meetings.

[Section 15(1) of Articles of Association]



## Minutes of Meetings

- (a) Minutes must be taken of all meetings including Meetings of the Officers;
- (b) Minutes must be circulated to all those who were present within 5 days;
- (c) Unconfirmed minutes are not to be made public except to Officers of OPG and those who were in attendance at the meeting.
- (d) Confirmed minutes must be published on the website within 5 days after being confirmed.

[Section 46 of Articles of Association]

## Quoracy

1. General Meetings:
  - (a) five members present in person and entitled to vote upon the business to be conducted at the meeting; or
  - (b) sixty percent of the total management committee; and
  - (c) one director is present in person.
2. Annual and Extraordinary Meetings:
  - (a) ten members present in person and entitled to vote upon the business to be conducted at the meeting; or
  - (b) sixty percent of the total management committee; and
  - (c) two directors are present in person.
3. Board of Trustees Meetings:
  - (a) two directors present in person; or
  - (b) one-third of the total number of directors, whichever is the greater.
4. Other Meetings:
  - (c) Quorum is not required.

[Sections 17-20 & 40(2) of Articles of Association]

## Board of Trustees Meetings

Trustees may call meetings at any time; these types of meetings are open to the Trustees in office only and have a quorum. Trustees may overrule a decision made by the Management Committee by a simple majority vote.

## Meetings of the Officers

Officers may call meetings at any time; these types of meetings are by invitation only and have no quorum. Officers may agree in these meetings to act within limits previously agreed at a General Meeting. Decisions or financial outlay must be approved at a General Meeting, except if urgent action is required, in which case approval may be sought from two Directors, one of which must be the Treasurer if the decision has any financial impact.

## Conduct in Meetings

Much of the work of the Charity will be undertaken at meetings, small and large. The effectiveness of these meetings is critical because they will be:

- The principal decision-making tools.
- The principal method of wider community and partner involvement.

The behaviour of participants at a meeting is important to the success of the meeting. Some people may lack the confidence to express themselves fully in a meeting with other people, whereas some find it all too easy to dominate.

Effective meetings can be achieved if all individuals are committed to some simple ground rules for behaviour before and during meetings.

- Individuals have a responsibility to be properly prepared for meetings by reading the paperwork beforehand and by committing themselves to attending meetings as required.
- Individual and personal disputes should not be allowed to affect conduct within the meeting but should be resolved elsewhere.
- All contributions should be addressed to the meeting via the Chair. Individuals wishing to speak should seek the attention of the Chair and wait their turn to speak only when directed by the Chair.
- Individuals should not have meetings within meetings by discussing issues with other individuals or groups of individuals when another person has been directed by the Chair to speak. All comments and queries should be directed to the whole meeting via the Chair.
- Individuals should respect the contributions of others by not interrupting when someone is speaking even when you may not agree with what they are saying.
- In contributing to the meeting individuals will ensure that comments they make do not amount to a personal attack on another individual and should avoid using heated, emotional and value loaded language and behaviour.
- Individuals should be constantly aware in their remarks of their equal opportunities responsibilities and avoid the use of potentially offensive language and comments.
- Individuals should above all remember that collective decision-making means not always getting the decision you want and accepting the responsibility of abiding by majority decisions.

It is very important that decisions taken in meetings are well informed by having appropriate, accurate information and debate on the topics concerned. Members and the wider community must be able to feel that decisions, particularly those affecting the spending of public funds, are fair and have not been influenced by the vested interests of those making these decisions or based on misinformation. For this reason, one of the most important areas of appropriate behaviour during meetings, in addition to the above, relates to declarations of interest. The Chair of the meeting has the right to ask any person to leave if their conduct is unacceptable.

## Voting

- (a) All members present at a meeting are entitled to one vote.
- (b) Non-Executive Directors present at a meeting are entitled to one vote. Unless in the case of a tie, where a casting vote may be made as long as there are an odd number of Non-Executive Directors present. Should this not be the case the Chair will have the casting vote, as per (e), in this section.
- (c) Voting at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a secret ballot is demanded by the person chairing the meeting or by at least two members present in person and have the right to vote at the meeting.
- (d) If a secret ballot be demanded, the returning officer will be appointed from among those present by a simple majority.
- (e) Should a tie arise then the chair of the meeting shall have a casting or second vote, this item does not apply for the election of Candidates to the Management Committee.
- (f) At an Annual General Meeting should a position be contested by more than two candidates the person with the fewest votes in the first round shall be eliminated. The members present shall then re-vote and this process shall continue until a simple majority is reached. In the event of a tie, the decision will be by means of a secret ballot of the Non-Executive Directors present.
- (g) The result of the vote must be recorded in the minutes of the charity but the number or proportion of the votes cast need not be recorded.

[Section 21, 23 & 23A of Articles of Association]

## Appointment of Non-Executive Directors

- (a) Perspective persons apply via means of a completed application form addressed to the Treasurer.
- (b) Applicants are short-listed by the sub-committee and if successful are invited to attend an informal interview.
- (c) Applicants successful at interview stage are invited to an Extraordinary General Meeting to be voted in by the membership via the means of a simple majority vote. Applicants will need to conduct a short introduction about themselves at this meeting. If successfully at voting stage they will be appointed as a Non-Executive Director.
- (d) The sub-committee is made up of 3 nominated Directors and 2 nominated Officers, 4 of which must be present to conduct an interview.
- (e) Non-Executive Directors hold office for a term of at least 2 years from date of appointment.

## Appointment of Chair, Treasurer & Secretary

- (a) Perspective persons must make an application in writing to the Secretary 7 days prior to the EGM or AGM. The application must include any key skills held, why they are applying for the role, the benefits they could bring, previous experience, what changes will they make should they be successfully appointed and where possible a photograph of themselves.
- (b) Applicants must attend the AGM, deliver a presentation and answer any questions that members may have.
- (c) Upon completion of all presentations the voting for that position shall commence.

## Appointment of Officers

- (a) Perspective persons must make an application in writing to the Chair.
- (b) Applicants are invited by the Chair to attend the next general meeting.
- (c) If applicant still wishes to stand for the role a vote is conducted at the Management Committee meeting by a simple majority vote.
- (d) If appointment of Officers is made at the AGM by simple majority vote then items under this section will not apply.

## Volunteers Code of Conduct

Oxford Pride is committed to creating a safe, inclusive and supportive space for all who attend our Festival events and Parade Day. Therefore, we have the following code of conduct in place for all volunteers.

Please note that, in the first instance, failure to abide by this code of conduct will be addressed by an Oxford Pride committee member, and the issue will be communicated to the volunteer(s) in question. However, serious or repeated breaches will not be tolerated, and may result in any individual or group not being allowed to continue as volunteers, being removed from an event, and where applicable being referred to the police.

- 1) Oxford Pride is committed to equality and diversity, and everyone in the community is welcome to attend our events. Be respectful of all Pride goers, Oxford Pride committee members and fellow volunteers.
- 2) Please note that all our events operate the following safe spaces policy to help create an open and welcoming environment, and we ask that everyone respects these points. If you see any individual or group failing to abide by this code of conduct and are not sure how to respond, please alert an Oxford Pride committee member immediately (identifiable by volunteer t-shirts and ID badges on rainbow lanyards):
  - (a) Verbally or physically aggressive behaviour towards any other person(s) will not be tolerated.
  - (b) Any form of prejudice based on age, disability, ethnicity, gender identity, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership, pregnancy/ maternity, nationality, class, sexual expression, appearance, language ability, intersex characteristics or immigration status will not be tolerated.
  - (c) Do not make assumptions about gender, pronouns, sexuality, or whether someone is 'out'. If you are unsure, it is better to ask the person(s) to avoid upset.
  - (d) When communicating with members of the public, please avoid gendered phrases like 'sir', 'madam', 'guys', etc., which may exclude trans/non-binary people. For example, you could get someone's attention by saying 'excuse me'.
  - (e) On the Parade Day, all toilets on the Main Stage site will be gender-neutral, and we ask all participants to respect that.
  - (f) Please respect other people's physical boundaries – non-consensual touching of any other person(s) will not be tolerated.
  - (g) Be aware of people's personal preferences towards their photograph being taken. Only take photos of friends and people you know; otherwise, please ask beforehand.
  - (h) Violence, theft, extreme intoxication, the selling and use of drugs, and public sexual acts are not welcome at Oxford Pride.
- 3) If you are ever made to feel unsafe or threatened by anyone, please bring this to the attention of an Oxford Pride committee member or security staff.
- 4) Importantly – enjoy yourselves! Oxford Pride is about celebrating who you are, and the more you enjoy yourselves the more fabulous the day will be for everyone!

## Mobile Phone Policy

- (a) Where a mobile phone has been issued by the company, it is for **business use only** and at all times will remain the property of the Company. The user(s) will be responsible for its safekeeping, proper use, condition and eventual return to the Company. The user will also be responsible for any cost of repair or replacement other than fair wear and tear. If a replacement is required the Company will organise this.
- (b) A mobile phone is provided primarily to enable the user to do their job, it is the user's responsibility to ensure that the mobile phone is kept charged and switched on whilst on duty.
- (c) Users should not sign up to text-based information services, e.g. RAC traffic alerts & text voting.
- (d) The use of the internet on Company mobile phones is strictly limited to the user(s) to access their Company emails and for other essential Company use.
- (e) The SIM card from Company mobiles should not be placed into any other mobile, unless to another Company issued mobile phone.
- (f) Use of company mobile phones for personal calls or to send personal text messages are prohibited. Where it is deemed that personal calls or text messages have been made using the mobile phone, the Company reserves the right to reclaim those costs, either through deduction from future expense claims or otherwise.
- (g) The user is responsible at all times for the security of the mobile phone and it should never be left unattended. A PIN number should be used on the mobile to enable voicemails to be picked up. If unsure how to do this, please speak to the appropriate person for instructions.
- (h) The user agrees that upon leaving the company, they shall return the allocated mobile phone to the Treasurer.
- (i) Use of company mobile phones whilst driving any vehicle is prohibited including when used with a hands-free device.
- (j) If the phone is lost or stolen, this must be reported to Treasurer immediately and the network operator direct to ensure that the account is stopped and there is no unauthorised usage.
- (k) In the event of theft of a mobile phone, the incident must also be reported to the police and an incident number obtained.
- (l) All Company mobile phones are barred from being used abroad.
- (m) The Company receives itemised billing for all Company mobile phones and this is monitored on a monthly basis. The billing system identifies all calls, texts and data usage (if appropriate) and the costs related to this, by user, destination, duration, frequency, etc. High or clear personal usage will be reported to the Board of Trustees for investigation (high usage is defined as usage which falls outside of the normal usage pattern for the individual or outside of the usage pattern in comparison to other similar users).
- (n) If a user is going to be temporarily unavailable for a period exceeding 5 days, they must nominate a deputy to take custody of the company mobile phone and deal with any telephone calls and text messages received accordingly. The Treasurer must be informed of the nominated deputy.

## Equipment belonging to OPG

- (a) Items of high value such as laptops and other similar equipment are to be signed for.
- (b) All items of equipment must be recorded by a nominated person, the recorded details must include item name, quantity, manufacturer, serial number (if available), approximate value, purchase date and the location of storage or the user.
- (c) Any damages to equipment must be reported to the Chair of OPG within 48 hours.
- (d) Repairs to equipment must not be undertaken by untrained persons or without express permission from the Board of Trustees.
- (e) Purchase of new or replacement equipment must be approved by the Board of Trustees.

# Harassment & Bullying Policy

## General principles

The Charity is committed to maintaining an environment in which the rights and dignity of all its members, and attendees, are respected.

The Charity expects all members to treat each other with respect, courtesy and consideration. All members have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others.

Harassment is a serious offence. Where necessary, complaints of harassment, bullying or other inappropriate behaviour will be investigated in line with the appropriate procedures.

All members have a personal responsibility for complying with this code and people in positions of authority, such as Directors and Trustees, have particular responsibilities under this policy, including to set a good personal example, to have regard to the principles of the policy, and to familiarise themselves with the procedures.

This policy will be subject to regular review.

## Definition of harassment (including bullying)

### Harassment

A person subjects another to harassment where they engage in unwanted and unwarranted conduct which has the purpose or effect of:

- violating that other's dignity, or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for that other.

Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.

Harassment on grounds of sex (including gender re-assignment), race, religion or belief, disability, sexual orientation or age may amount to unlawful discrimination. Harassment and bullying may occur not only on grounds of characteristics or perceived characteristics of the recipient of the behaviour but also on grounds of the characteristics or perceived characteristics of a person associated with them. Harassment may also breach other legislation and may in some circumstances be a criminal offence, e.g. under the provisions of the Protection from Harassment Act 1997.

Reasonable and proper management instructions administered reasonably, or reasonable and proper review of a member's work and/or performance will not constitute harassment or bullying. Behaviour will not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.

### Bullying

Bullying is a form of harassment. It may be characterised by offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

### Behaviour

Examples of behaviour which may amount to harassment and bullying include (but are not limited to) the following:

- offensive comments or body language
- verbal or physical threats
- insulting, abusive, embarrassing or patronising behaviour or comments
- humiliating, intimidating, and/or demeaning criticism
- open hostility
- deliberately undermining a competent person by overloading with work and constant criticism
- isolation from normal work place, conversations, or social events

- publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials
- unwanted physical contact, ranging from an invasion of space to a serious assault.

Many of these examples of behaviour may occur through the use of the Internet, email, social networking sites, or telephone.

All of the examples above may amount to bullying, particularly when the conduct is coupled with the inappropriate exercise of power or authority over another person.

Being under the influence of alcohol, illegal drugs or otherwise intoxicated is not an excuse for harassment, and may be regarded as an aggravating feature.

### **Intention or motives**

The intention or motives of the person whose behaviour is the subject of a complaint are not conclusive in deciding if behaviour amounts to harassment or bullying.

### **Victimisation**

Victimisation occurs where a person is subjected to detrimental treatment because s/he has, in good faith, made an allegation of harassment, or has indicated an intention to make such an allegation, or has assisted or supported another person in bringing forward such an allegation, or participated in an investigation of a complaint, or participated in any disciplinary hearing arising from an investigation.

The Charity seeks to protect any member from victimisation arising as a result of bringing a complaint or assisting in an investigation where they act in good faith. Victimisation is a form of misconduct which may itself result in a disciplinary process.

### **Confidentiality**

All information concerning allegations of harassment must be treated in the strictest confidence and breaches of confidentiality may give rise to disciplinary action. All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation, or trade union representatives supporting any of the parties) should maintain the confidentiality of the process.

## Safeguarding Policy

This policy is designed to offer protection to individuals who disclose such concerns provided the disclosure is made:

- in good faith
- in the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person (see below). It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure.

The company is committed to good practice and high standards and wants to be supportive of members.

The company recognises that the decision to report a concern can be a difficult one to make. If what is reported is true, individuals should have nothing to fear because they will be doing a duty to the company and those for whom you are providing a service.

The company will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect individuals when they raise a concern in good faith.

Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary procedures that already affect members.

## Social Networking Policy

- (a) All Directors will have administrative access to all OPG social networking accounts.
- (b) All posts made on OPG social networks will be signed by the member creating them (initials may be used where space is limited, e.g. twitter). This includes when sharing links from other people/groups.
- (c) Any post made must relate to the aims and objectives of the Group.
- (d) Posts/comments may be deleted at the discretion of the Directors. Prior to deletion, a screenshot must be taken of the offending post/comment(s). The screenshot should be emailed, with the reason for deletion, to the Chair.
- (e) Any member found to be abusing their access to a OPG social media account will have their access suspended.
- (f) No officer of the Group should post/comment on any social network in such a way as to bring the Group into disrepute, whether from an official Group account, or personal account.
- (g) No post should suggest an official position of the Group unless that position has been approved at a prior meeting of the Group.
- (h) Posts referring to OPG on personal accounts which may or does bring OPG into disrepute or is of defamation nature will result in membership being suspended upon agreement of two Directors until mediation has taken place by a Non-Executive Director which may lead to membership becoming cancelled and the member expelled.



## **Conflicts of Interest**

Members must declare the nature and extent of any interest, direct or indirect, which he or she has in proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not previously been declared. The member must absent himself or herself from any discussions of the charity in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).

[Section 8 & 9 of Articles of Association for Directors].

## **Confidentiality**

Meetings may occasionally receive information, which is not in the public domain often relating to individuals, organisations or financial matters. It is the responsibility of each individual to ensure that this information remains confidential to the meeting or the charity unless prior authorisation has been given by the Chair for this to be discussed elsewhere. Individuals must never use confidential information for their personal advantage or to the advantage or disadvantage of anyone known to them or to disadvantage or discredit the charity.

## **Collective Decisions**

Individuals will inevitably have differences of opinion on issues debated at meetings. After full discussion when the meeting has reached a conclusion all individuals must support this decision whether they voted for or against it. Speaking against agreed decisions in public will only serve to undermine the charity and individuals have a responsibility to stand by the collective decisions and to present a united front.

## **Communications with Other Agencies**

There will be occasions when individuals will be asked to, or wish to, communicate with external agencies e.g. Government Office, the local council, press etc. In order to ensure they are fully apprised of the latest information and that communications are consistent throughout the charity this should only be done by the Communications Team or the Chair.

## **Hospitality and Gifts**

Individuals should be careful not to accept any gift or hospitality which might interfere with or be perceived as interfering with the charity's business or services.

This does not include gifts of minor value such as pens or calendars, or working lunches or functions attended in an official capacity. However, any other gifts or hospitality offered should be reported to the Chair who will then determine the action to be taken.

In the case of gifts these may then be returned or donated for charity use. Where a gift is not returned, the donor will be advised of the use to which it has been put.

## Complaints Procedure

1. All complaints are to be made in writing as soon as possible of a situation arising and marked clearly as a Complaint – Private & Confidential.
2. All complaints are to be addressed to the Secretary of OPG except when the complaint is about the conduct of the Secretary, where the complaint should be addressed to the Chair.
3. All complaints will be discussed with the parties involved individually at a specially arranged investigatory meeting by two Non-Executive Directors whom the Chair or Secretary has elected to conduct the investigation.
4. All complaints are to be handled in confidence and only disclosed to those required, outcome or items discussed at any special arranged investigatory meetings shall not be disclosed to non attendees.
5. All complaints must be closed as quickly as possible.
6. All complaints are to be treated confidentially.
7. The outcome of the complaint may be disclosed to the complainant; however, the details of the investigation including notes taken at investigatory meetings must remain confidential.

### **Actions that will be taken / investigating procedure**

The investigating officers should follow these steps:

- Full details and clarifications of the complaint should be obtained.
- In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.
- Within 10 days, acknowledge to the complainant that the complaint has been received; indicate how it is proposed to deal with the matter and inform them whether further investigations will take place and if not, why not.
- Inform the member against whom the complaint is made as soon as is practically possible. The member will be informed of their right to be accompanied by a representative at any future interview or hearing held under the provision of these procedures.
- If there is evidence of criminal activity then the investigating officer should inform the police. The company will ensure that any internal investigation does not hinder a formal police investigation.
- Consider the involvement of the auditors (if appointed) and the Police at this stage and should consult with the Chair or Board of Trustees
- The complaint should be fully investigated by the investigating officer with the assistance where appropriate, of other individuals / bodies.
- A judgement concerning the complaint and validity of the complaint will be made by the investigating officer. This judgement will be detailed in a written report containing the findings of the investigations and reasons for the judgement. The report will be passed to the Chair or Board of Trustees as appropriate.
- The Chair or Board of Trustees will decide what action to take. If the complaint is shown to be justified, then they will invoke the disciplinary or other appropriate sanctions.
- The complainant should be kept informed of the progress of the investigations and, if appropriate, of the final outcome.
- If the complainant is not satisfied that their concern is being properly dealt with by the investigating officer, they have the right to raise it in confidence with the Chair or Board of Trustees.
- If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome of the investigation, the company recognises the lawful rights of members and ex-members to make disclosures to prescribed persons (such as the Health and Safety Executive, the Audit Commission, or the Charity Commission), or, where justified, elsewhere.

[Section 56 of Articles of Association].

## **Breaches of the Policy, Organisation and Rules**

It is always preferable for breaches to be dealt with in a timely manner. An investigatory team from the Board of Trustees will be established to investigate potential breaches of the Code of Conduct and would be authorised when appropriate to give:

- A written warning concerning future conduct.
- A fixed term suspension from involvement in specific events or all meetings.
- Proposal to remove from office/cancellation of membership.

If it is decided that fixed term suspension from specific events or all meetings is warranted, or removal from office, then a report will be taken to the next full meeting of the Board of Trustees for decision.

If the decision of the investigatory team is upheld by the Board of Trustees particularly in the case of the decision to remove from office or cancellation of membership, the member must be given an option to appeal before further action is taken. The appeal will be heard by the Secretary and another nominated Trustee who was not on the investigatory team for this investigation. Should the appeal not be successful the member may resign or the procedure to remove from office or cancellation of membership must be followed.

If there is any dispute about the facts the investigatory team may call for evidence and reconvene at a later date but within a further 14 days.

### **Where the breach of code occurs during any meeting:**

- Participants should raise breaches of the code as a point of order through the Chair.
- If the Chair agrees that a breach has taken place, a first oral warning will be issued to the person concerned. This will be noted in the minutes.
- If an individual breaches the code for a second time they may be asked to leave the meeting. This will be noted in the minutes, explaining briefly the reasons for exclusion from the meeting.
- Following exclusion from a meeting the Chair will arrange a meeting of the investigatory team to discuss the breach. This investigatory team will meet within 14 working days of the original meeting.
- The meeting will decide whether it is appropriate for the individual to attend any meetings or functions during this review period depending on the nature of the complaint.

## Whistle Blowing

Members are often the first to realise that there may be something seriously wrong within the company. However, they may not express their concerns because they feel that speaking up would be disloyal to other members or to the company. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

The company is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect members, volunteers and others that we deal with, who have serious concerns about any aspect of the charity's work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.

The policy document makes it clear that you can do so without fear of victimisation, subsequent discrimination or disadvantage. This whistle-blowing policy is intended to encourage and enable employees to raise serious concerns within the charity rather than overlooking a problem or airing their complaints outside the charity. This policy is in addition to the complaints policy.

### Aims and Scope

This policy is designed to enable members and non-members to raise concerns internally at a high level and to disclose information which the individual believes shows malpractice or impropriety. This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately, but then might lead to the invocation of other procedures e.g. disciplinary.

These concerns include:

- Financial malpractice, impropriety or fraud.
- Failure to comply with a legal obligation or statutes.
- Dangers to Health & Safety or the environment.
- Conduct which is a breach of the law
- Improper behaviour or unethical behaviour.
- Attempts to conceal any of these.

This policy aims to:

- encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice
- provide avenues for you to raise those concerns and receive feedback on any action taken
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

### Confidentiality

The company will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

### Anonymous Allegations

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion by the Board of Trustees.

In exercising this discretion, the factors to be taken into account will include:

- The seriousness of the issues raised.
- The credibility of the concern.
- The likelihood of confirming the allegation from attributable sources.

### **Untrue Allegations**

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual making the allegation. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes a frivolous, malicious or vexatious allegation, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

### **How to raise a concern**

Concerns should be reported via the complaint's procedure in writing. Should the individual wish to make a written report they should mention the following:

- the background and history of the concern (giving relevant dates);
- the reason for the concern

You should report the concern at the earliest opportunity so that action can be taken.

Although an individual is not expected to prove beyond doubt the truth of an allegation, they will need to demonstrate to the person contacted that there are reasonable grounds for concern.

### **Timescales**

Due to the varied nature of these sorts of complaints, which may involve internal investigators and / or the police, it is not possible to lay down precise timescales for such investigations. The investigating officer should ensure that the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.

The investigating officers, should as soon as practically possible, send a written acknowledgement of the concern to the complainant and thereafter report back to them in writing the outcome of the investigation and on the action that is proposed. If the investigation is a prolonged one, the investigating officer should keep the complainant informed, in writing, as to the progress of the investigation and as to when it is likely to be concluded.

All responses to the complainant should be in writing and sent to their home address.

### **Responsible officer**

The Chair (who is also the Monitoring Officer) has overall responsibility for the maintenance and operation of this policy. He or she will maintain a record of concerns raised and the outcome (but in a form which does not endanger confidentiality) and will report as necessary to the Board of Trustees.

## **Amendments**

1. This document may receive permanent amendment, deletion or addition upon receiving approval of the majority present at two consecutive General meetings or at the Annual General Meeting.
2. This document may receive temporary 90-day amendment, deletion or addition upon receiving approval of the majority present at any Board of Trustees meeting.
3. Should the amendment, deletion or addition have an effect on or forms part of the Articles of Association as filed with Companies House and the Charity Commissioner then an Extraordinary General Meeting must be called.
4. Any amendments approved come into effect immediately.

## Appendix

| Date            | Amendment   |
|-----------------|---|
| July 2019       | Creation of Accessibility Officer post  |
| June 2019 (AGM) | Removal of one member to one job post.  |
|                 | Executive Officers, namely Chair, Treasurer, Secretary elected for two years on an alternating cycle to NEDs thus avoiding mass exodus at AGM.  |
|                 | Vacant positions be delegated by Chair upon skills existing within the committee or membership to ensure all are taking shared responsibility and to assist with succession planning and mentoring. |
| June 2018 (AGM) | Sponsorship and Fundraising roles combine to simplify the coordination of applying for financial support. New title Sponsorship & Fundraising Officer.  |
|                 | Change to the title of Events Officer to Operations Officer to better reflect the job position.   |
|                 | Change to the title of Market Place and Concessions Officer to be Marketplace Officer.  |
|                 | Officers of Oxford Pride Group are to only hold one position.   |
|                 | Community and Youth Liaison Officer roles combine to simplify the coordination of reaching out to third party roles and become Community Liaison Officer.   |
| July 2017 (AGM) | Amendment to Volunteer Officer job description “maintains a register with Secretary of all Volunteers (under Data Protection Act).”   |
|                 | Amendment to Parade Officer job description “must lead the Parade and must be available in person during the parade forming & route as a point of contact.”   |
|                 | Added to Operations Officer job description that “should be Personal License holder and must personally apply for Licenses themselves to ensure compliance.”  |
|                 | Update to Chair & Treasurers job description  |
|                 | Non-Executive Director job description should have added that they ‘Must be a fully paid up member of Pride.’   |
|                 | All Roles Descriptions should have removed any mention of Company Mobile (except perhaps chair) and remove all sub-group teams, these should form as required throughout the year.                  |
|                 | Non-Director and Manager role titles revert to Officers   |
|                 | No persons to hold more than two positions on the committee   |
|                 | Creation of Youth Community Liaison Officer post.   |
|                 | Youth Group dissolved and Youth Officer position removed.   |
|                 | Creative Directors Job to decide Theme & look of the year.  |
| June 2015 (AGM) | Creation of Arts Officer post.  |
|                 | Event Manager title renamed to Operations Manager.  |
|                 | Market Place Officer title changed to Market Place and Concessions Officer  |
|                 | Amendment to Fundraising Officer, Webmaster, Sponsorship Officer and  |

|                       |   |
|-----------------------|---|
|                       | <p>Volunteer Coordinator job descriptions.</p> <p>Amendment to voting rights: "Voting: (b) <b>Non-Executive Directors present at a meeting are entitled to two votes</b>. It is proposed that Non-Executive Directors receive only one vote, unless in the case of a tie, where a casting vote may be made as long as there are an odd number of Non-Executive Directors present. Should this not be the case the Chair will have the casting vote, as per (e), in this section."</p>   |
| November 2013         | <ol style="list-style-type: none"> <li>1. New policies added. The Seven Principles, Confidentiality, Collective Decisions, Communications with Other Agencies, Hospitality and Gifts, Safeguarding, Harassment &amp; Bullying, Whistle Blowing.</li> <li>2. Amendment to Diversity and Equality policy.</li> <li>3. Text added to Roles &amp; Responsibilities, Board of Trustees and Management Committee.</li> <li>4. Minor amendments to job descriptions and posts added or removed.</li> <li>5. Amendment to Members expenses and travelling expenses.</li> <li>6. Amendment to Actions and Responsibilities.</li> <li>7. Amendment to Membership.</li> <li>8. Amendment to Annual General Meeting</li> <li>9. Amendment to Conduct in Meetings</li> <li>10. Amendment to Appointment of Non-Executive Directors.</li> <li>11. Amendment to Appointment of Officers</li> </ol> |
| October 2012<br>(EGM) | POR come into force   |