



HOW TO REPORT AN INCIDENT OR CONCERN

- If you or someone else is in immediate danger of being harmed, you should dial 999 and ask for the emergency service required.
- If you need to report an incident immediately, for example while at an event at Leathersellers' Hall, please speak to a Leathersellers' Member of Staff who will follow our [Safeguarding Policy](#).
- Reports must be made to the Chief Executive & Clerk for any breaches of the Code of Conduct, set out below, or to a Designated Safeguarding Lead (DSL) immediately or as soon as possible for any safeguarding concerns after the concern becomes known and within the day. If the Chief Executive & Clerk and / or one or both of the DSLs are suspected of breaching the policy, concerns should be reported to a DTSL.

CHIEF EXECUTIVE & CLERK		
Matthew Lawrence	Chief Executive and Clerk to the Company	mlawrence@leathersellers.org Tel. 020 7330 1440

DESIGNATED SAFEGUARDING LEADS (DSLs)		
Natalia Rymaszewska	Head of Grants	nrymaszewska@leathersellers.org Tel. 020 7330 1451
Stacey Lamb	Head of Charity Grants	slamb@leathersellers.org Tel. 020 7330 1468

DESIGNATED SAFEGUARDING TRUSTEE LEADS (DSTLs)		
Christopher Barrow	Court Member and Trustee	dtsl1@leathersellers.org
Richard Chard	Court Member and Trustee	dtsl2@leathersellers.org

Code of Conduct at Leathersellers' Hall

Conduct

We take pride in being open, welcoming, and friendly to all, and we recognise the right of everyone who interacts with the Leathersellers, from staff to Members and their guests, contractors and visitors to be treated with respect and dignity in an environment of mutual respect. Our shared guiding principles are:

- **Compassion:** Compassion lies at the core of our identity and purpose. We have an enduring charitable legacy, from 1444 to the present day. We are committed to the support and service of others.
- **Endeavour:** We endeavour to be the best we can be, striving for excellence in our approaches and practices, being ready to learn and to set examples of leadership.
- **Independence:** Our independence, based on a 600-year heritage, informs our responsibilities as stewards in the present, gives us an ability to innovate, and to respond to needs and opportunities.

We expect all visitors, guests, and contractors ("guests") to respect all people while at Leathersellers' Hall, with particular regard to the characteristics protected by the Equality Act 2010 (<https://www.gov.uk/guidance/equality-act-2010-guidance>).

The Equality Act 2010 prohibits discriminatory conduct and harassment on the basis of someone's protected characteristics as well as sexual harassment. The protected characteristics are age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race/colour/nationality/ethnic or national origin, religion or belief, sex or sexual orientation. Harassing behaviour (as defined in more detail below) of any kind is unacceptable even if it is not sexual or does not relate to any of these protected characteristics.

Non-exhaustive lists of what would be considered clear breaches of these expectations are included below.

Breaches of the code

Guests are expected to behave in a manner which shows respect for others. They must not engage in any conduct or activity which is abusive, threatening, or offensive. Such behaviour may amount to harassment, sexual harassment (as defined by law) or bullying.

Harassment

Harassment is any unwanted physical, verbal, or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. Conduct of this nature which is connected to a protected characteristic is unlawful.

Sexual harassment is any unwanted conduct of a sexual nature that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Again, sexual harassment can be physical, verbal or non-verbal. It can be a one-off incident. Sexual harassment also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past. Sexual harassment is unlawful and could, in some circumstances, constitute a criminal offence.

Harassment of any kind is unacceptable and may include, for example:

- Unwanted physical conduct or "horseplay," including touching, pinching, pushing, and grabbing.
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless).
- Offensive e-mails, text messages or social media content.
- Mocking, mimicking, or belittling a person's appearance, disability or other personal characteristics.

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

Bullying

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined, or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.

Bullying can take the form of physical, verbal, and non-verbal conduct. Examples of bullying may include:

- Physical or psychological threats.
- Deliberately undermining or excluding someone.
- Overbearing and intimidating levels of supervision.
- Inappropriate derogatory remarks about someone's performance or appearance.

General Conduct

Set out below are further examples of behaviour which the Leathersellers considers to be unacceptable, and which will not be tolerated (even if it does not amount to harassment or bullying as outlined above). This behaviour will not be tolerated regardless of whether the individual is under the influence of alcohol or not:

- Aggressive, threatening or violent behaviour.
- Causing a nuisance or disturbance.
- Foul, racist, or otherwise offensive language or behaviour.
- Offensive behaviour.

- Use of illegal substances.
- Unreasonable, overbearing or demeaning demands of staff.
- Banter e.g. excessive or insensitive joking that causes distress or offence, regardless of intention.
- Theft.
- Causing intentional damage to property.
- Any action that brings, or could be reasonably expected to bring, at its sole discretion, the Leathersellers into disrepute.

If any guest of the Leathersellers is believed to have engaged in any behaviour or activity which amounts to a breach of this Code, we may, as appropriate:

- Ask that the guest apologises or otherwise makes amends.
- Issue a written warning.
- Issue a temporary or permanent ban on visiting Leathersellers' Hall.
- Take appropriate legal action.
- Notify the relevant authorities (including, where appropriate, the police).

Reporting concerns

Guests have the right to highlight a concern about the conduct of another under this Code on a formal basis. For example, if they think they have been subject to or witnessed behaviour or conduct that could constitute a breach of this Code.

If a guest wishes to raise a concern they should contact the Chief Executive & Clerk (mlawrence@leathersellers.org) in the first instance. If the matter relates to the Chief Executive & Clerk, Dawn Wilding, the Chief Financial Officer, should be contacted. (dwilding@leathersellers.org).

All concerns will be:

- Acknowledged in a timely fashion.
- Treated in confidence, i.e. shared on a need-to-know basis. There may be circumstances where the Leathersellers must report matters to external agencies.
- Investigated, where appropriate.