

Charity Leadership Scotland – Code of Conduct

Last updated: April 2026

Purpose

This Code of Conduct sets out the standards of behaviour and values that guide everyone connected with Charity Leadership Scotland.

It explains what we expect of our staff, members, trustees, volunteers, partners and event participants, and how we can each contribute to creating a respectful, safe and inclusive community.

This code is built on Charity Leadership Scotland's values:

- *Courageous*
- *Collaborative*
- *Inclusive*
- *Authentic*
- *Open to Challenge*

This means treating people with respect, holding ourselves accountable, and being willing to learn when things go wrong.

Scope

This Code applies to everyone who represents or engages with Charity Leadership Scotland, including:

- Staff, trustees and volunteers
- Members and strategic partners
- Event attendees, speakers and exhibitors
- Suppliers, contractors and consultants

It covers all settings in which Charity Leadership Scotland operates – in person, online, and through our networks, services and communications.

Our Commitment

We are dedicated to creating an environment where everyone feels safe, welcome and valued.

Every person who comes into contact with us deserves to be treated with dignity and respect.

Charity Leadership Scotland actively invests in and works to create cultures of reciprocal respect and will not tolerate injustice, discrimination, harassment or bullying in any form. This includes discrimination based on age, disability, gender identity, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, sexual orientation or socio-economic background.

When concerns are raised, we will respond promptly, fairly and appropriately.

Our Culture and Values

Inclusion at Charity Leadership Scotland goes beyond meeting legal obligations – it's about how we live our values every day:

- Courageous – we act when it matters and address harmful behaviour.
- Collaborative – we work together to build understanding and solutions.
- Inclusive – we ensure every voice is heard and every person can participate safely.
- Authentic – we are open, honest and accountable.
- Open to challenge – we welcome constructive feedback and learn from it.

We promote wellbeing and mental health across our team, members and wider community, and encourage everyone to care for their own and others' welfare.

Preventing Harm

We recognise that harm can take many forms – some visible, others not.

We are committed to learning when harm occurs, supporting those affected, and taking meaningful steps to prevent it from happening again.

We will promote open communication and education around difficult issues, and where harm is intentional or targeted, we will take firm action.

Our definition of racism means negative beliefs about people based on their actual or perceived race, colour, nationality or ethnic background. This includes harm experienced by people of African, Caribbean, East Asian, Arab and South Asian heritage, as well as Jewish people and Gypsy, Roma and Traveller+ communities and those from other minority ethnic communities.

Our definition of inclusion extends to all individuals who experience inequity, oppression or injustice based on any personal characteristic, including sexuality, gender identity, disability, faith or belief.

The safety and wellbeing of all who engage with us is our highest priority.

Our Organisational Responsibilities

Charity Leadership Scotland will:

- Stand firmly against any abuse of power, including bullying, harassment, intimidation, discrimination or victimisation.
- Create a culture where concerns can be raised safely and are dealt with seriously and fairly.
- Ensure that everyone who works with or for us understands our expectations and receives appropriate training.
- Provide access to support and advice for anyone who:
 - experiences or witnesses unacceptable behaviour,
 - raises a concern or allegation, or
 - feels unsafe or excluded while engaging with us.

Our Shared Responsibilities

We ask all Charity Leadership Scotland stakeholders to:

- Communicate respectfully and recognise that personal boundaries differ for everyone.
- Express personal beliefs considerately and professionally.
- Ensure that any physical contact is consensual and appropriate.
- Speak up if you feel uncomfortable, or if you notice someone else may be.
- Listen with openness and curiosity when others raise concerns.
- Act with integrity, honesty and kindness in all interactions.

Reporting breaches of the Code

If you experience a breach of the Code, please report this immediately, or if you are made aware that someone else may have experienced a breach, you should contact the organisation.

All reports will remain confidential and investigated in accordance with Charity Leadership Scotland's disciplinary and complaints procedures.

Reports of any breach of this Code can be made by emailing Lucinda Godfrey, Charity Leadership Scotland CEO at lucinda@charityleadership.scot.

If the breach is in relation to the Senior Leadership Team your complaint will be redirected to the Board of Trustees.

Anyone who experiences harassment may also seek help from other relevant authorities, such as the police, or other legal or support services.

All individuals who have complaints made against them will have a fair opportunity to represent themselves.

Review

This Code will be reviewed annually, or sooner if required, to ensure it continues to reflect best practice and the values of Charity Leadership Scotland.