

# Code of Conduct

The Royal Society of Medicine's mission is to share learning and innovation across all areas of healthcare. To support this, the RSM aims to provide a safe and pleasant environment in which people can meet socially and work. At the current time, the RSM is operating remotely. Nevertheless, it is envisaged that the principles laid out here will be applied, where appropriate, to the current way of working.

To facilitate its mission, Members, visitors, volunteers and staff are expected to observe this RSM Code of Conduct. It is designed to supplement and not replace other codes, policies and procedures that remain in force including those set out in the RSM's Charter, By-Laws and Regulations, the Charity Governance Code and policies and procedures relating to employment with the Society. This Code of Conduct is indicative of the kinds of behaviour expected, rather than being an exhaustive list of do's and don'ts.

**Persons attending the Society whether in person, by telephone, by video conference or other means of communication should behave in a manner that respects the rights of others and the Society's environment, namely:**

- Be fair and treat everyone with consideration, dignity and respect.
- Respect people's right to privacy.
- Ensure that no form of harassment or discrimination, including in relation to equality and diversity, is tolerated. In particular during times of remote working different working patterns must be respected.
- Communicate with others in an open and courteous way whether in person, in writing, by phone, or by digital media.
- Respect all confidential information.
- Be mindful of their own physical and mental health and safety and of others.
- While debate and discussion are encouraged and at the core of the RSM, not engage in personal criticism or unduly pressure anyone to accept beliefs or opinions.
- Collaborate, if applicable, with RSM staff and follow procedures and processes where requested.

**The following behaviours fall outside the Code of Conduct and are therefore considered to be unacceptable:**

- Threatening, intimidating, abusive or obscene language.
- Inappropriate or offensive remarks including of a racial, sexual or personally derogatory nature.
- Threatening, intimidating, aggressive gestures and/or actions.
- Theft and dishonest behaviour.
- Inappropriate behaviour involving alcohol or substance misuse.
- Unauthorised recording of meetings or video conferences.
- Damage to property.
- Excessive noise which is obtrusive to others in the vicinity.

Any person acting in an unacceptable manner will be asked by a member of staff to stop such behaviour and to observe the Society's Code of Conduct. Should the unacceptable behaviour continue, the Chief Executive or a Trustee will be asked to speak to the individual.

**If a person repeatedly fails to observe the Code of Conduct, they may be asked to:**

- a) rescind their membership as laid out in the governing documents of the Society (By-Laws section 2.9 and Regulations section 3.9) (if a member);
- b) step down as a Council member as laid out in the governing documents of the Society (By-Laws section 3.7(v) and Regulations section 3.7 and 3.9) (if a member of Council);
- c) cease to volunteer on behalf of the Society (if a volunteer);
- d) be asked to leave the Society's premises; or discontinue any participation in remote/ video conference events
- e) be advised that they may be dealt with in line with the relevant policy or procedure (if a member of staff).

Violent behaviour is never tolerated and may result in the direct and immediate removal of the person concerned from the premises and potential notification to the police.

Any queries in relation to this Code of Conduct should be addressed to the Chief Executive or a member of the Senior Management Team by emailing us at [membership@rsm.ac.uk](mailto:membership@rsm.ac.uk)

By meeting the Code of Conduct everyone will be contributing to the ongoing success of the Society.

**Last updated October 2020**

