CCI Code of Conduct

Cambridge Conservation Initiative (CCI) **is fully committed to being an inclusive environment for all** individuals, whether partner organisation staff, volunteers, students, external collaborators or visitors. Everyone in CCI has the right to work in an inclusive, safe, and respectful environment, free from discrimination, bullying and harassment. Managers and supervisors have a particular responsibility to ensure the Code is implemented and be vigilant for signs of discrimination, bullying, and harassment.

CCI activities should be **welcoming, safe, collaborative and supportive** by being designed and implemented in ways that ensure the views, expertise, opinions, backgrounds and experiences of all participants are treated with respect, fairness and consideration.

CCI **will not tolerate** inappropriate behaviour, bullying, or harassment of any kind within the CCI community.

This Code of Conduct will apply to any event, meeting, or other activity hosted by and/or involving individuals from more than one CCI partner organisation, either in person or online. This includes social events outside working hours. Each partner organisation has its own code and policies to apply when issues arise within one partner organisation. If you are unsure, please contact one of the individuals listed below.

Individuals coming forward to report an incident, or to raise a concern will be supported and treated with fairness, respect, and confidentially.

Examples of unacceptable behaviour include but are not limited to:

- Causing offense to others, whether intentionally or unintentionally through irresponsible or prejudiced commentary or opinions
- The illegal discrimination of someone because of the protected characteristics of age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
- Inappropriate comments related to gender, physical appearance, body size, ethnicity, culture, national origin, or breastfeeding
- Participation in or promotion of harassment, intimidation, or discriminatory behaviours
- Overt, subtle, physical, verbal, or non-verbal abuse
- Inappropriate sexual advances or touching
- Threatening, bullying, harassment, discrimination, or stalking
- Refusing to use an individual's correct pronouns

CCI system for reporting and tackling inappropriate behaviours, bullying, and harassment

You can raise a concern or make a formal complaint about inappropriate behaviours, bullying, and/or harassment during CCI activities by contacting whoever among the following you feel is most appropriate or you are most comfortable with:

- **Melissa Leach**, CCI Executive Director (m.leach@jbs.cam.ac.uk)
- **Elizabeth Allen**, CCI Head of Collaborations and Engagement (e.allen@jbs.cam.ac.uk)

- By contacting your partner organisation CCI HR Lead or representative on the CCI EDI Working Group
- The lead person for the activity you are involved in – for example the event manager or chair, CCI staff or supervisor.

Your issue/complaint will be acknowledged quickly and someone will contact you to discuss the next steps, which will depend on the nature of the issue / complaint, however, you can expect:

- A quick acknowledgement your complaint has been received
- A confidential conversation in a safe space to establish the full details. You will be listened to without judgement to understand the impact the incident has had on you, and what, if anything, you wish to see happen so that this can be considered.
- A prompt a thorough investigation into the incident by an impartial senior member of CCI. In an investigation situation, we will ensure confidentiality and a fair and impartial process as far as possible for everyone involved.
- To be informed about how your complaint has been dealt with.

Actions and consequences of unacceptable behaviour, bullying, and harassment include but are not limited to

- The Chair, event/activity organiser, or senior person has the right/responsibility to caution an individual if they breach the code and has the right/responsibility to ask them to leave the space and to close the event;
- Anyone requested to stop unacceptable behaviour is expected to comply immediately
- CCI, CCI Services staff, or University of Cambridge Security Services may take any action deemed necessary and appropriate
- Individual partner organisations may use their own policies and procedures to address complaints against their staff or volunteers
- CCI will report criminal offenses to local authorities and reserves the right to report a possible criminal offense where appropriate
- CCI reserves the right to prohibit attendance at any future activities
- CCI reserves the right to share information about transgressions against this Code of Conduct within the CCI community, via CCI Council (to ensure there is no opportunity for repeated behaviour). This will take into account and respect any request for anonymity from anyone raising concerns.

This Code of Conduct has been developed by the CCI EDI Task Team and its successor the CCI EDI Working Group, which was approved by CCI Council in July 2023. As CCI's primary decision-making body CCI Council is fully committed to ensuring CCI is inclusive and welcoming for all and fully endorses this Code of Conduct.

If you have any questions or feedback on this Code of Conduct please reach out to one of the above contacts. This Code of Conduct remains under review and will be reviewed regularly.