



Harlow Community Men's Shed

CODE OF CONDUCT

Purpose of Harlow Community Mens Shed (HCMS):

- To create a place for men to meet and connect with others while working on group or individual projects.
- To provide opportunities for friendship and social interaction in a safe environment.
- To provide space, support and facilities for men to pursue hobbies, crafts and other creative activities.
- To undertake group approved projects that benefit individuals, other groups and the broader community.

To achieve this, we will:

- Undertake not to reject any person on the basis of race, disability religion or age.
- Provide a safe physical environment and a supportive social environment.
- Provide referrals to other services or agencies when appropriate or requested.
- Respect the rights and decisions of participants showing regard for people's feelings.
- Respect the confidentiality, dignity and privacy of participants – whether present or not.

The work environment ("Shed"):

- We will not tolerate abuse, neglect, violence, anti-social behaviour or infringements of the rights of others - persons indulging in such behaviour will be asked to leave the Shed.
- Alcohol and drugs are not allowed in the Shed – any person arriving adversely affected by either will be asked to leave immediately and return when no longer affected.
- The Shed is a No-Smoking environment and we would ask all Shed members to refrain from smoking or vaping while in the Shed workshop or any enclosed work/storage areas.
- Participants are expected to conduct themselves in a courteous manner towards Organising Committee members, Session Supervisors and all other users of the Shed.
- Participants are expected to show consideration of other user's need for space, tools, materials and equipment.
- Each and every member is responsible for implementing Health & Safety requirements and ensuring they are followed at all times. Each member is responsible for the safety of his fellow members. Everyone should see themselves as a safety officer, regardless of any formal appointment for that purpose. Fortunately, - this mostly requires reasonable care and common sense.
Refer to separate Health & Safety Policy for details.
- We will share learning, celebrate success and acknowledge and recognise the contribution(s) of members.
- We endeavour to work as a team – each member should take responsibility for helping and supporting one another.

General Shed Rules:

- Cleanliness and tidiness are integral to workshop safety. Members must clean the workshop and equipment after use and return tools to their designated storage place. The workshop must be left clean and tidy at the end of each session and any broken, damaged or missing tools and equipment must be reported to the Session Supervisor. Always ensure tools and equipment are in safe working order.
- Ensure your immediate work area is free of obstructions and your operations will not interfere with other Shed activities.
- For safety reasons the maximum number of members able to use the Shed during each session will be limited and set in advance by the Organising Committee.
- Keep the "kitchen area" clean and ready for use at all times, - and especially at the end of each session.
- Members must not bring into disrepute: - the Shed, its members, the Organising Committee or other groups or organisations to which it is associated, or make any unauthorised representation on behalf of the Shed.

Code of Practice:

- Programs and activities need to be suitable to the aims and objectives of the HCMS.
- To commence a community or major project, a brief written proposal should be submitted to the Organising Committee who will assess the proposal for suitability.
- Differences can sometimes get personal or be hard to resolve for various reasons. Members should be prepared to recognise when this is happening. They should be ready to find fair ways of cooling things down through mediation or team building sessions for the benefit of all. If no resolution can be found, the Organising Committee will decide how to resolve the issue.
- In accordance with GDPR regulations, on joining the Shed, members will be asked to supply contact and other information as required to safely manage the operation of the Shed. The Organising Committee will keep this information secure and not share it with any third party unless required to do so by law. Shed members can see their own information on request and the information will be deleted when a member leaves the Shed.
- Use of the Shed will only be permitted at set times authorised by the Organising Committee.
- An Organising Committee member or Session Supervisor appointed by the Organising Committee must be present at all sessions. Lone working is not allowed for the safety of all members.
- Use of power tools and workshop equipment can be hazardous to the user or others within the workshop. Members will be assessed on joining the Shed as to their level of competency and only authorised to use tools and equipment as they are safe and able to do so. Where possible, training by competent Shed members or outside organisation will be provided. No Shed members should use tools or equipment they have not been authorised to use.

Any person breaching the Code of Conduct will be asked to leave the Shed and the Organising Committee will decide under what conditions that person will be permitted to return to the Shed.