

CODE OF CONDUCT

POLICY PURPOSE

We are proudly building a community of individuals with the shared aim to promote the roles of women in the Revenues and Enforcement industry. We want to create a supporting and empowering environment, and to that end we hold ourselves and those who access our community to high standards. We promote freedom of expression and open communication, and we expect all members to treat each other with respect and compassion, in line with the broader aims of our network.

Our Code of Conduct outlines the values and behaviours that our members can expect from our organisation and from each other. All members of Women in Revenues and Enforcement (WIRE) are required to accept this code of practice in order to participate in the events, discussions, and opportunities (referred to as our programmes) organised by WIRE, helping us to ensure a welcoming, inclusive, and safe environment for everyone.

SCOPE

This code of conduct applies to all members of WIRE, regardless of their role in the organisation, their level of experience in the industry, or their seniority of role outside of WIRE.

OUR VALUES

Respect: we treat all members with dignity and courtesy.

Inclusivity: we value diverse perspectives and experiences.

Collaboration: we work together effectively to achieve our shared goals.

Confidentiality: we maintain the privacy of information shared within the group.

Professionalism: we conduct ourselves in a professional manner at all times.

ELEMENTS

WIRE members are required to accept and conform with this code of conduct as a condition of their membership. The components of this code of conduct are outlined below.

COMMUNICATION AND COLLABORATION

WIRE is a community which has been developed to encourage communication and collaboration between our members. We expect members to support and nurture each other's contributions and ideas by actively listening, providing constructive feedback, good-faith suggestions, and opportunities for improvement.

NON-SOLICITATION

Members will participate in all WIRE programmes in good faith. Members will not use their participation in WIRE programmes as an opportunity to promote or sell their products or services, or those of any organisation with which they are affiliated.

CONFIDENTIALITY

Members will not share or make use of information provided by other members during participation in WIRE programmes without explicit permission. Conversely, members will refrain from sharing confidential or commercially sensitive information.

Where the sharing of private information may be contextually useful, for example in a mentoring session, members will agree the parameters for the sharing of data ahead of any disclosures.

GENDER IDENTITY AND EXPRESSION

We welcome members, contributions, and ideas from people of all genders. We recognise and affirm the right of each individual to determine their own gender identity and our members will address and refer to each other using each individual's chosen name, pronouns, and gender identity.

RESPECT

All members will respect each other. WIRE will not tolerate any kind of discriminatory behaviour, harassment, or victimisation. WIRE is committed to Diversity, Equity, Inclusion and Anti-Racism, and we welcome feedback from members whose experience differs from those of the organising committee as to ensuring a safe and welcoming environment for all members.

We will maintain a professional and courteous tone throughout all our interactions. Any communications sent in relation to WIRE programmes will be composed with public consumption in mind.

ACCESSIBILITY

WIRE is committed to ensuring our membership process, programmes, and organisational roles are accessible for everyone regardless of ability. We welcome feedback from members to ensure continuous improvement and ongoing accessibility and suitability of our programmes.

COLLABORATION

WIRE is dependent on its members for continued growth, and we welcome and encourage all new members who share our aims and values. Existing members are actively encouraged to promote our organisation to individuals they believe will benefit from and contribute to the organisation's aims.

INCLUSION

WIRE is committed to inclusion. All WIRE programmes will be open to all WIRE members, and where programmes have limited places, opportunities will be allocated in accordance with pre-specified eligibility criteria, or where there are no relevant criteria, on a first-come-first-served basis.

REASONABLE USE

Members will recognise the voluntary nature of the contributions made by WIRE members, regardless of their role. All members will endeavour to meet any commitments made as part of a WIRE programme, and to communicate openly where this is not possible.

If a WIRE member is unable to attend a programme or part of a programme that they have registered before, they will notify the organiser with as much prior notice as possible, to enable opportunities to be offered to other members where appropriate and to avoid unnecessary preparation on the part of the organiser. Likewise, organisers will on occasion have unrelated demands on their time, and it is reasonable that they will provide transparent and timely updates should any planned event require amending.

FALSE REPRESENTATION

WIRE members will not claim to represent the organisation (including in public and on social media) except where this is agreed as part of a programme or otherwise explicitly agreed with the WIRE organising committee. WIRE members will also refrain from using the WIRE network or platforms to disseminate views that detract from the core spirit and aims of the organisation.

CONDUCT EXPECTATIONS OF ORGANISING COMMITTEE MEMBERS

WIRE organisers, programme leads, and anyone else in a position of responsibility within WIRE commit to fulfilling the role as outlined in their written role description to a satisfactory standard and to the best of their ability, notwithstanding the voluntary nature of the role. They will act with honesty, responsibility and integrity, and actively champion the values and behaviours outlined in this code of conduct.

CONDUCT RELATED TO SPECIFIC PROGRAMMES

Where there are specific requirements related to conduct that apply to specific WIRE programmes, for example mentorship programmes or programmes that work with young people, these will be detailed ahead of any request for a commitment and will form part of the agreement for participation.

Recipients of programmes including mentoring shall not have excessive expectations and will enter the programme on the understanding this does not constitute a formal advice service.

NON-CONFORMITY WITH THE CODE OF CONDUCT

Acceptance and conformity with the Code of Conduct are conditions of WIRE membership. While we are confident that our community will be self-regulating, we believe it is important to have a process in place for times when this is not effective.

If a member of WIRE identifies a non-conformity, they should refer this to a member of the WIRE organising committee, who will appoint a member to investigate. The WIRE organising committee will discuss the incident with the reporting member and the member identified to investigate the situation and confirm that a non-conformity has been accurately identified.

Where there are incidences of non-conformity identified, the following procedure will be followed:

1. First incidence - an informal warning will be provided to the member and the code of conduct reaffirmed.
2. Second incidence - a formal warning will be provided, along with notification that a further non-conformity will result in a ban.
3. Third incidence - a fixed-term ban of two months from participating in WIRE programmes.

Members will be permanently banned from the community if there are any further non-conformities within twelve months of returning to the community from a fixed-term ban.

REVIEW AND UPDATES

This code of conduct will be reviewed periodically by the WIRE organising committee and updated as needed.