

1. Introduction

The Société Jersiaise holds a special and celebrated place at the heart of the Island's important heritage sector. As a responsible, inclusive and professionally minded organisation, the Société should always seek to conduct itself appropriately, both internally and externally when interacting with others. Achieving this means that everyone associated with the organisation follows proper and understood standards of behaviour and conduct.

What is a code of conduct?

A code of conduct is a widely used method of establishing and communicating acceptable and consistent standards of behaviour and conduct within organisations. It explains what is reasonably expected from individuals when involved with or representing an organisation. It further helps create clear and common understanding of what is generally considered acceptable and unacceptable behaviour and conduct. This includes when being personally involved with the organisation, when engaging with others and if taking on responsibilities and being accountable.

Why does the Société need a code of conduct?

Organisations are groups of individuals coming together to achieve a common purpose through a coordinated approach. People invariably have different ways of engaging, communicating and working with others, which may lead to misunderstanding, disagreement and even conflict. There have been examples of these types of outcomes within the Société.

Providing a code of conduct helps set (or reset) a baseline awareness and agreement on how people associated with the Société should behave when generally involved with others in the organisation or when carrying out common Société activities. Having a code of conduct also aligns with generally accepted organisational best practice, which is important for compliance purposes and for helping attract and retain members, employees and volunteers.

Who does the code of conduct apply to?

The code applies to everyone directly associated with the Société – it is a common set of expected standards which apply without exception. However, different groups within the Société need additional understanding on standards that apply more specifically to their roles or duties. For this reason, the code of conduct is structured to accommodate different groups, which are:

- Standards for everyone
- Standards for section members
- Standards for volunteers
- Standards for employees
- Standards for Board members

This document contains the standards for everyone and standards for section members.

2. Standards for everyone

The following standards apply to everyone directly associated with the Société including its members.

Personal commitment

Standard 1a You should avoid doing anything that might cause harm to the Société or that brings the organisation into disrepute.

Engaging with others

Standard 1b You should always aim to act considerately when involved with the Société and treat others, both within the organisation or those who have contact with it, with courtesy and respect.

Responsibility and accountability

Standard 1c You should comply with any applicable external laws, guidance or codes of practice when involved in Société activities and act in accordance with any internal Société rules and requirements.

3. Standards for members of sections

In addition to the standards for everyone, the following standards apply to members of Société sections, including when taking on roles as chair or secretary.

Personal commitment

Standard 2a You should aim to exhibit high standards of personal conduct and always consider the impact of your behaviour on others when leading or participating in section meetings or group activities.

Engaging with others

Standard 2b You should ensure an inclusive and open environment within section meetings and activities, aiming for equal treatment of all participants, encouraging diversity of ideas and views and stopping anything that may be seen as bullying or harassment.

Standard 2c You should aim when in the role of section chair or secretary to always keep the Société chief executive officer informed of any section plans or activities that may involve or lead to significant media interest or require substantive engagement with other organisations such as government departments or heritage sector bodies.

Responsibility and accountability

Standard 2d You should use and oversee the use of any entrusted Société facilities, equipment, materials or services carefully and respectfully.

Standard 2e You should always safeguard any Société funds allocated to your section, act prudently when using them and be accountable for monitoring funds and any income received by the section.

Standard 2f You should aim to follow good practice principles when carrying out academic or scholarly research within the Société and / or publishing associated materials. These principles include:

- i. Reliability in ensuring the quality of research, reflected in the design, methodology, analysis and use of resources;*
- ii. Honesty in developing, undertaking, reviewing, reporting and communicating research in a transparent, fair, full and unbiased way;*
- iii. Respect for colleagues, research participants, research subjects, society, ecosystems, cultural heritage and the environment; and*
- iv. Accountability for the research from idea to publication, for its management and organisation, for training, supervision and mentoring and for its wider societal impacts.*

4. Complaints process

The code of conduct is not a legal document or contract, but an explanation of the general standards of behaviour that everyone associated with the Société should be reasonably expected to achieve. It is made under Rules 13 and 41 of the Rules of the Société Jersiaise (2025).

It is important that the Société upholds the code of conduct, however, and that a fair and transparent process exists for anyone who may not have reached the expected standards. The Société has documented this process to ensure it is always followed.

Raising concerns about someone's behaviour

Anyone associated with the Société can raise concerns about the behaviour of a member. All concerns will be taken seriously and handled confidentially (unless there is a legal reason to inform others outside the Société).

The first point of contact is the Société's CEO, unless circumstances rule out this option. In this case a complainant can contact the Société's President, one of the Vice Presidents or a Board Member.

On receiving a complaint, the CEO (or other recipient) will first consider the concerns raised to ensure they fall within the standards of behaviour contained in the code of conduct. They may discuss with the person raising concerns and/or the member who is the subject of those concerns to better understand the circumstances.

If the CEO (or other recipient) believes that the standards of behaviour contained in the code of conduct may not have been followed, they will advise the member who is the subject of the complaint and inform the Board. In the event of a serious matter, the Board may decide it appropriate to suspend the member's involvement with the Société in accordance with the Rules of the Société Jersiaise (2025) pending conclusion of the investigation.

Investigating a complaint

To ensure fair process, the Board will appoint a suitable independent investigating committee with relevant experience to consider the complaint, following a process and timetable they consider suitable. Upon completing their investigation, the committee will decide on an appropriate outcome, which will be shared with the member who is the subject of the investigation.

The member will have an opportunity to review and comment on the investigating committee's findings before it provides its report to the Board, which the member also receives. The member will have an opportunity to challenge the findings before the Board, which will decide to accept the findings or modify them in light of any challenge.

The Board's decision on the matter will be considered final.