

## Code of Conduct for Guild Members

The Guild Members and the Officers should behave at all times ethically and in a manner that will not prejudice the Guild's good name.

Guild Members are committed to discharge their responsibilities efficiently and within the timelines agreed at the Management Committee's meetings.

If a Member is unable to discharge his/her duties, he/she should inform the Chair and the Secretary and seek to set up a meeting or telephone discussion to discuss it as soon as possible.

A Member can resign if he/she is unable to discharge his/her duties.

If a Member of the Guild is responsible for any act that adversely affects the reputation or the viability of the Guild, he/she will be disqualified from holding office and may be expelled from the Guild.

If at any time, a Member of the Guild neglects, refuses or omits to properly perform and/or discharge his/her duties and responsibilities to the Guild, the said Member will be disqualified and removed from office according to the Resolution Procedures detailed in the Library and on the Website.

On identification of a problem and before invoking the Resolution Procedure, the member concerned should be invited to discuss it and, if appropriate, offered support.

### Resolution Procedure

#### First step

The Management Committee will write to the Member bringing attention to the issues at stake and asking him/her for feedback and how he/she thinks things can be solved and a time line for it.

This communication must be by e-mail, fax or recorded delivery whichever way the Member has indicated as preferred and countersigned by another member of the Committee.

The Member has 15 working days to respond and can request a meeting.

#### Second step

If after 15 working days the Member has not provided a satisfactory feedback or solved the issues raised by the Committee, then the said Member must be invited to attend a formal meeting with two members of the Management Committee to discuss the issues at stake.

This meeting must take place no later than 20 working days after the time allowed for the first step has expired – unless this timeline proves unworkable.

The Member will be given the opportunity to attend with a witness of his/her choice, preferably another member of the Management Committee as a first choice, or a member of the Guild or a person of his/her choice.

The Member will be offered at least two dates and times for this meeting, preferably on the day of the Guild meeting. For this purpose, the timelines can be slightly adjusted in order to make it as convenient as possible to all parties.

The meeting should be minuted and the Minutes signed at the end of the meeting by all parties attending it and circulated to the Management Committee.

If the Member refuses or fails to attend two of the agreed dates - without a valid reason for it - he/she will be automatically discharged from Office and will be asked in writing to return to the Guild all information, materials, objects or paperwork relating to the post.

If an agreement is reached, the Member will have 30 working days to discharge his/her responsibilities to the Guild.

If after 30 working days the Management Committee considers that the issues have not been satisfactorily resolved, the Member will be invited to resign and asked to return to the Guild all documents, information and equipment pertaining to the Guild.

If no agreement is reached, the said Member shall be invited to resign and asked to return to the Management Committee all documents, information and equipment pertaining to the Guild.

Failure to resign and return all documents, information and equipment will trigger automatic discharge from Office with no blame attached to either party – unless the said Member has breached the law.

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