



Code of Conduct

Men in Sheds Brackley is a community where all our members and visitors should feel welcome and safe.

The Code of Conduct (CofC) applies to everyone on Shed premises, and to written correspondence (including email) and on any public medium such as WhatsApp, Facebook, Twitter, Instagram etc.

- It is unacceptable to harass or discriminate against others for any reason.
- Keep all communication civil and keep swearing to a minimum; if you can't make a comment politely and persuasively, don't make it at all. Your conduct reflects on the image of the Shed as seen by outsiders.
- Public trolling on social media is not acceptable.
- Personal attacks or aggressive behaviour by or towards individuals or groups will not be tolerated.

You may be initially warned, or any online communications may be moderated, as appropriate, if you ignore the above guidelines. If you persist, you may be banned from any/all social media associated with the Shed (see below).

Code of Conduct

This CofC applies to all members of the Shed or its facilities.

A person may be banned from the Shed if they are in violation of the Rules or CofC, if they are causing persistent annoyance, or if they have the potential to harm themselves or other users of the Shed.

Disciplinary and Grievance Procedure

The Trustees have the authority to ban anyone from entering the Shed, or in extreme cases strip anyone of their membership, but must only do so in circumstances where this is seen to be best for the Shed as a whole. Before the formal banning procedure is initiated the Trustees must make every attempt to resolve the issue informally.

In the case of direct physical or extreme verbal violence towards any person in the Shed, a member may be suspended whilst the case is referred to the Trustees.

Repeat offenders who persistently demonstrate unwillingness to cooperate with warnings may ultimately be banned. Throughout the process every effort will be made to keep clear and constructive communication between the Trustees, the offending party, and any other affected parties.

The offending party must be given at least two official warnings for a minor offence e.g. not using specified PPE, sleeping in the Shed, machinery damage through negligence or



malicious intent, before being banned. At every stage, it must be made clear to the party where they are in this process.

For offences deemed as serious, the ban may be given immediately.

At every stage, the Trustees must be in agreement that allowing the user to retain membership of the Shed would not be in its best interest.

At every stage, the Trustees must make their reasoning available to the offending party. They must also make as much detail as is appropriate available to all members.

By default, a ban will be for one year. At their discretion, the trustees can issue a reduced ban period.

Bans of more than one year may only be issued in extreme circumstances. The Trustees must review these bans yearly.

When a person is banned, their right to access the Shed and to participate in its processes, such as voting in meetings, is revoked and any keys must be returned. Any entry to the Shed without the prior, express permission of Trustees will be considered trespass, and dealt with under the appropriate laws.

The Trustees must seek feedback from the membership to ensure this process remains fair and balanced. The process for removal of a member is set out in the Constitution.

If an individual member or group of members have a grievance against another member, or group of members, this must be brought to the attention of the Trustees who will use best endeavours to resolve matters. In extreme cases external mediation or arbitration may be sought.

Shed Rules

The Shed is run entirely by and with the consent of its members.

The Trustees want to keep rules to a minimum; they are established for the safety of all and to prevent annoyance, harm to and abuse of users of the Shed.

In addition to these rules, all members and visitors are expected to observe the Code of Conduct.

Safety

- Don't use tools unless you're sure you know how to do so safely.
- If you see someone working in an unsafe manner, it's your duty to stop them and advise them of risks.
- For specifically identified equipment, training and accreditation is required to ensure that you operate the equipment in a safe manner.
- Where fitted, machine guards and safety devices are to be used when in operation.



- Machine guards and safety devices are not to be bypassed, removed or tampered with.
- A minimum of two people must be present in the workshop at any one time.
- PPE, appropriate for the task/machine, is to be worn at all times.
- Workwear is to be appropriate to the workshop environment:
 - Footwear is to be, ideally, of reinforced work boot or robust walking shoe design. Under no circumstances is open-toe footwear permitted.
 - No loose clothing or long sleeves to worn when operating rotating machinery.
 - Loose or dangling jewellery is to be removed or securely retained within clothing whilst operating rotating machinery.
 - When operating rotating machinery, long hair is to be tied back or contained within a hair net.
- All members are to read, and sign as having read, the Shed Risk and COSHH assessments.
- Where indicated, dust extraction systems are to be used.
- All flammable or explosive liquids/gasses are to be stored in the external paint locker overnight.

Security

- Members will be issued with, or given access to, keys only on submission of a convincing case to the Management Committee.
- The issue, or access to, keys will be strictly controlled and if you are issued with one you are responsible for it. It must not be passed to another member and if you leave the Shed it must be returned.
- All members and visitors must record their arrival and departure from the Shed on the booking-in/out form, positioned at the entrance.
- The last person to leave the Shed is responsible for ensuring that:
 - Lights are turned off.
 - Heating devices are turned off and unplugged.
 - Windows and doors are secured.
 - Physical security devices are fitted and secured.
 - Security alarm/camera systems activated.

Using Shed Tools, Materials and Equipment

If Shed-provisioned tools or equipment are found to be damaged or broken, they are to be taken out of service, quarantined and registered as 'Unserviceable' in the Tools and Equipment Log Book; following registration a member of the Management Committee is to be informed.

If a tool is damaged while you're using it, a member of the Management Committee is to be informed. If you damage a tool due to misuse or negligence, the Committee may ask you to contribute towards the cost of its replacement or repair. If the cause of the damage is



deemed dangerous or malicious, the Trustees may also issue a formal warning to the perpetrator.

Work on a large projects, requires the permission of the Management Committee before it is brought to the Shed.

Personal Items

Members are allowed to store personal project items in the Shed, but they must be stored in a designated area and clearly labelled with your name, contact number and expected completion date.

Project items that have exceeded the expected completion date on the label may be ticketed with a warning notice giving a deadline for removal of the item which may thereafter be subject to disposal.

Donating, Loaning, or Borrowing Items

Carefully consider the true usefulness of an item before bringing it to the Shed. Disposal requires effort and space is limited. Seek permission from the Management Committee for large items.

Tools can only be removed from the Shed with the express permission of a member of the Management Committee and entering the item in the Loan Book. Once a tool is removed from the Shed the borrower is solely responsible for its safe keeping and return at the earliest possible time.

Private Business Interests and Sale of Personal Projects

The pursuance of a registered business, other than a charity, on Shed premises is not permitted as this jeopardises the Shed's exemption from business rates.

Although not explicitly ruled out in the Constitution or the Bylaws, regular use of Shed facilities and materials to undertake private commissions or to produce items that are to be sold for personal gain is not encouraged. Such practice runs counter to the Shed's community focus and ethos. However, members can seek approval from the Committee for such projects on an occasional basis.

Tidiness and Housekeeping

In a multi-user workshop tidiness and good housekeeping are essential to ensure a harmonious working environment. Therefore, please ensure that:

- Workbenches are cleaned-down and clear when you leave.
- Tools are returned to their allocated storage location.
- Projects left out overnight, for drying of glue or paint etc, are clearly labelled.
- All dirty crockery is to be cleaned and stowed in the appropriate cupboards before leaving the Shed.



- All waste, including wood shavings/dust and domestic detritus, is to be swept or vacuumed up and disposed of in the appropriate waste container.

Disposal

All waste and surplus material is to be placed in the appropriate waste/recycling container or designated disposal area. If in doubt over the appropriate disposal action or usefulness of equipment/material, please consult a member of the Committee.

Penalties

Trustees have the right to impose sanctions, as described in the Disciplinary and Grievance Procedure, for any members who is found endangering the safety or welfare of others in the Shed, and/or flagrantly ignoring this CofC .

Approved by the Management Committee and Trustees of Men in Sheds Brackley, 1st August 2024.