

Scottish Photographic Federation

Code of Conduct

The Scottish Photographic Federation (SPF) comprises an executive and committee representing a membership of clubs affiliated to the SPF. The Executive and committee are volunteers and there are no paid employees.

Purpose

The purpose of this policy is to provide a safe and supportive environment for all volunteers working for the SPF and for all those attending our events or taking part in SPF organised activities.

SPF activities include events and the conduct of related and general business. They involve interactions between individual Club members and others, and between individuals acting as representatives of their respective organisations whether Clubs, other Federations or the PAGB or international bodies such as PSA and FIAP. Those interactions may occur at SPF events or at other times, and may be verbal, by email, by social media, or by correspondence.

The SPF will promote equality of access for all and will be open to all expressions of opinion as befitting a democratic organisation. The SPF will comply with any legislative requirement, for example on equality on freedom of expression and on online safety, while recognising any limitations imposed by such legislation. The SPF expects that the same will apply to its member Clubs and to individuals and with interactions with PAGB and other bodies.

Scope

This policy applies to all volunteers and to all individuals associated with the SPF as well as to those Club members whom we serve. It covers all interactions, whether in person, online, or during organisational activities.

Where interactions are directly with the SPF or by implication involve SPF activities, individuals whether on their own account or acting as representatives are expected to act with respect for others.

Definition of Abuse

Abuse is any action or inaction that causes harm to another individual. It can include, but is not limited to:

- Emotional abuse: Causing mental distress through intimidation, manipulation, or verbal or written abuse, including posts on social media.
- Physical abuse: Inflicting physical harm or injury or being physically aggressive or threatening.
- Sexual abuse: Any unwanted or non-consensual sexual contact or behaviour.
- Neglect: Failing to provide necessary care or support to individuals in need.

Where relevant, the separate PAGB Guidance entitled 'Children Young People and Vulnerable Adults Attending Club Meetings' may apply.

Where relevant, a PAGB Terms of Use Policy for online safety using social media may apply, together with a related Complaints Policy.

Responsibilities

All volunteers are expected to adhere to this Code of Conduct.

If you witness or suspect any form of abuse, you should report it promptly to a member

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of the SPF Executive who will take appropriate action. In the event that the Executive member is unable to resolve the issue, the matter will be referred to the SPF Standards Committee which will comprise the SPF President, Senior Vice President, Junior Vice President, Immediate Past President, Hon Vice President, Treasurer and General Secretary who will instigate a Formal Enquiry as detailed in the Breach of Rules guidance details, from the About area of the SPF website or from the SPF General Secretary.

All cases of abuse will be recorded and investigated promptly.

Support

The SPF is committed to supporting any individual who has experienced abuse. By working together, we can create a safe and supportive environment for everyone in our community. We thank you for your commitment to upholding this policy.

Reporting

Reports can be made to organiser of the event or to the SPF Standards Subcommittee. Where an event organiser is unable to resolve the issue immediately, the organiser may refer the matter to the SPF Standards Subcommittee.

All reports of breach of the Code of Conduct will be recorded and investigated promptly. Confidentiality will be maintained to the extent possible while addressing the situation.

Investigation

Upon receiving a report of a breach of the Code of Conduct the SPF will conduct an investigation. All parties involved will be treated fairly, and appropriate actions will be taken based on the findings of the investigation.

Procedures will be based on those set out in the separate Breach of Rules Procedure, which includes provision for reporting to the Executive, the option of sanctions and an appeal process.

Sanctions

Sanctions may be applied. Where the issue involves contributions made via a SPF social media platform, the relevant Terms of Use Policy may involve removal of content from SPF platforms and sanctions on the contributor.

Right of Appeal

An individual has right of appeal against sanctions, the individual had 10 days from sanctions being imposed to submit an appeal clearly stating the grounds for appeal along with supporting evidence. The Appeal will be considered by the Honorary Vice President, President and General Secretary who will weigh the evidence submitted in support of the appeal carefully and without bias. A response to the appeal will be issued within 10 days of the appeal being received stating whether the appeal has been upheld or denied.

Review and Updates

¹This policy will be reviewed and updated as necessary to ensure compliance with law and best practice in safeguarding individuals.

The current date of this Policy will be as shown in the footer.