



Houria CIC

Code of Conduct

Purpose

Houria CIC aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of the people we support.

The primary goal of the Code of Conduct is to ensure a safe, respectful and friendly environment for all the people within our community. We support and welcome all members of our community, with a specific emphasis on the group that Houria seeks to serve: non-white women. We endeavour to align all our activities and gatherings with our core values of Cooperation, Sisterhood and Empowerment.

This Code of Conduct outlines our expectations for all those who work and volunteer within Houria, and is also for those who attend our training or catering events and activities. It outlines our refusal of any kind of discrimination and our absolute rejection of the perpetuation of [hostile environments](#). This document is for everyone's clarity and protection and is designed to ensure that instances of misconduct and abuse do not occur.

In order to provide a sense of safety in all of the environments that Houria operates in, we aim to equalise the status and experience of all members of our community and those on the periphery of it, regardless of:

- Immigration status
- Race
- Sex and gender expression
- Secual orientation
- Religious or faith background

- Nationality
- Caste
- Dis/ability and health
- Socioeconomic status
- Neurodiversity

Please note that this is a non-exhaustive list and will encapsulate categories of identity that any individual deems to be important.

In this code of conduct and in the work that Houria does, we recognise and address the pervasive and often invisible systems of oppression that exist in our society and the wider world. The systems that Houria specifically seeks to address are at the intersection of patriarchy and racism.

Power dynamics in the relationship between women and men are heavily weighted in favour of the latter, as the relationship between non-white and white people is heavily weighted in favour of the latter. In light of this, we are especially aware of the potential for transformative activism within our communities, if someone who has traditionally held power can actively advocate and be an ally for someone who has historically been oppressed. We implore all members of the Houria community to adopt a sense of collective responsibility and take into consideration this imbalance of power, and wherever possible seek to redress the balance.

Scope

We expect everyone associated with Houria CIC to abide by this code of conduct, including employees, volunteers, advisors, investors, speakers, customers and attendees at our events. This code of conduct applies to all of these people in any setting associated with Houria CIC including catering activities, service, events, social outings, training, video conferencing, emails, chat, social media, blogs or other online communications.

Following a structure such as the one below can foreground curiosity and empathy when in communication, and will reduce the risk of inadvertently discriminating and/or criticising the person/people you are with:

1. Is it true?

2. Can it be said with kindness?
3. Does it have to be said?
4. Does it have to be said by me?

Ref: The Four Agreements: Practical Guide to Personal Freedom, Don Miguel Ruiz

Confidentiality

As a volunteer with Houria CIC, you may have access to (or may learn of) information of a confidential nature including personal volunteer and/or Sister details. When someone gives us any confidential information, they need to be sure that we will not pass this onto anyone else without their prior permission.

The only exception to this is if you have been party to any information which raises a concern to you, such as a safeguarding matter. In this case, you will be expected to share this with the Designated Safeguarding Lead, Kim Prado.

Unacceptable behaviours

Comments or behaviour that discriminate against, stereotype or harm members of our community include, but are not limited to:

- Disparaging remarks about marginalised racial or ethnic groups;
- Racial or ethnic slurs;
- Misogynistic comments;
- Sexual harassment;
- Homophobic or transphobic comments or slurs;
- Deliberate misgendering;
- Deliberate use of names people have asked others not to use;
- Negative comments about body size or shape;
- Discriminating against pregnant people or mothers;
- Discriminatory comments against members of marginalised religions or faith group; and
- Negative comments or discriminating based on age, size or family role.

Attempts to circumvent or weaken this code of conduct. This includes but is not limited to:

- Advocating for or supporting any unacceptable behaviour;
- Minimising, excusing or defending any unacceptable behaviour;
- Prioritising the comfort of privileged people over the safety of marginalised groups;
- Advocating for or supporting the oppression of marginalised groups;
- Criticising the targets of oppression for having an inappropriate emotional response to an unacceptable behaviour (tone policing);
- Threatening, rewarding or otherwise coercing someone to not report or lie about a violation of the code of conduct; and
- Engaging in any unacceptable behaviour satirically or ironically if you are not a member of the marginalised group being mocked. For example, ironic racism by someone who is not a member of the racial group being targeted.

Reporting and enforcement

We have zero tolerance for explicit discrimination within Houria. If you are a witness to or a subject of unacceptable behaviour or you have any other concerns, please notify the organisation as soon as possible. This can be done verbally to Kim Prado or via text or email. All complaints will be treated anonymously. Contact details can be found below.

Email address: kim@houria.co.uk

Phone number: 07377 059699

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No one in the Houria community is exempt from the prohibitions in this policy. In response to every complaint, Houria will conduct an investigation and, if improper conduct is found, take appropriate action.

We aim to acknowledge reports within 24 hours. We will complete a report on the handling of the situation within 10 working days. Actions Houria may take in response include:

- Nothing;
- Verbal warning;
- Temporary ban from certain spaces or roles;
- Permanent ban from certain spaces or roles;

- Removal of certain responsibilities;
- Termination of employment; and
- Report to legal authorities.