

Kingsgate Workshops Trust
Licensee and Sharer Code of Conduct
June 2023

1. Introduction.

A Code of Conduct for KWT licensees and sharers could be found in the Studios Handbook until June 2023. Following a complaint to the Charity Commission it has become necessary to improve some policies and procedures on the instruction of the Commission. Updates to Safeguarding, Bullying & Harassment and Complaints Policies can be found at <https://www.kingsgateworkshops.org.uk/policies> and new Codes of Conduct have been published for staff and for studio holders.

This Licensee and Sharer Code of Conduct (hereafter referred to as 'the Code') mirrors that for staff where appropriate, to ensure that Kingsgate Workshops is a safe work environment where people are treated respectfully and fairly, and without fear of hostility, physical or verbal abuse, harassment or intimidation.

Studio licensees and sharers are expected to behave responsibly and observe these principles in their relationships with other studio users, staff and any service users or visitors.

2. Scope and Purpose

The Code applies to all those who have a license agreement with KWT (referred to as licensees) and to any individuals who share the studio with them (referred to as sharers). It is licensees responsibility to ensure their sharers have read this Code as inappropriate behaviour by a sharer may breach the licensees license agreement and lead to action being taken against the licensee.

The Code notes behaviours and actions which may result in action being taken against licensees and sharers that could include, or lead to, the termination of licenses or sharers agreements.

The Code of Conduct will take immediate effect and will be signed by both licensees and sharers. Any perceived breach of the Code of Conduct, by staff or another licensee or sharer, can be reported using the Complaints Procedure to be found at <https://www.kingsgateworkshops.org.uk/policies>.

3. Relationships with others

KWT exists to support its licensees in the practice of their chosen artistic/craft activities. KWT staff are in place to maintain the building for the licensees and sharers and ensure the charity is run effectively.

For this reason, licensees and sharers are expected to:

- respect the conditions in the license agreement, particularly relating to what activities may be carried out in your studio and who may work there.
- accept that interruptions to work may be required for work on the building, which will be minimised by staff.
- maintain a high standard of integrity in all business relationships where they may affect KWT.
- minimise negative impact on the environment.
- respect all fellow licensees, sharers, staff, Board members and outside contractors involved in the building, taking into account the sensitivities of their customs, habits, and religious beliefs.
- recognise the richness of the diversity of the Workshops and value the perspectives of every individual, including those of different cultural and educational backgrounds.
- represent KWT positively with others.

Where disregard for these expectations has a negative impact on KWT's mission or staff, the licensee or sharer will be understood to pose reputational or other damage to the Trust and its work and risks the termination of their Licence or agreement.

4. Individual responsibilities

As a licensee or sharer, you must ensure that:

- no weapon or ammunition is kept in the building.
- no illegal drugs are kept in the building.
- you do not affect the work or wellbeing of others if under the influence of drugs or alcohol.
- you carry out any reasonable requests made of you by staff in respect to the working environment and safety of the building.
- you deal with others with respect and courtesy at all times, not using aggressive or offensive language.
- you do not engage in mobbing, bullying or harassing behaviour towards any studio holder or staff member.
- you are responsible and accountable for your words and actions at all times.
- you listen to others respectfully and actively and deal with disagreements professionally.
- you use language appropriately and do not behave in a way which may offend, alienate or patronise others.
- you follow all health and safety regulations (further information can be found in our Health and Safety policy, available at <https://www.kingsgateworkshops.org.uk/policies>).
- you keep abreast of any changes to KWT policies which affect you such as Safeguarding, Bullying and Harassment, Health and Safety, Complaints. Updates will be communicated to you by email newsletter and will be described in Handbook as it is updated and published annually.

5. Safeguarding:

The safeguarding policy is mandatory reading for all licensees and any sharers.

In summary licensees and sharers must:

- not allow any modern-day slavery in their studios.
- refrain from any type of sexual abuse or exploitation in or from their studios.
- not mob, bully or harass a trustee, staff member or fellow licensee or sharer.
- adhere to all health and safety requirements set out in the Health and Safety Policy.
- ensure that DBS or equivalent checks are carried out for you and anyone working within your studio who will have contact with children and young people under 18 years of age, or adults (aged 18 and over) who are considered to be vulnerable or at risk.
- provide evidence of Public Liability insurance for yourself annually, as set out in paragraph 3(f) of the license agreement, and to ensure that your sharer or anyone who uses your studio has likewise provided the office with evidence of sufficient Public Liability insurance cover.
- notify the Director of any suspicious activity in another studio such as, but not limited to, activity related to terrorism, fraud, slavery, abuse.

Licensee and Sharer Code of Conduct June 2023

STATEMENT OF RECEIPT:

I _____, declare that I have received, read and understood the Licensee and Sharer's Code of Conduct dated June 2023 and all policies noted in the Code. I understand that my actions may result in termination of my license agreement or licensees' permission to studio sharing.

Signature _____ Place _____ Date _____

Studio Number: