



## Purfleet-on-Thames Community Forum

### Code of Conduct

- Virtual meetings are to be accessed in mute mode.
- If you wish to contribute to the meeting please post your comment/question by clicking on the chat button at the bottom of your screen. Please remain muted until invited to speak and do not speak/have a conversation whilst someone else is talking
- All persons shall be open and honest in their dealings and show respect for others
- All speakers will address themselves through the Chair
- Only one person shall speak at a time
- All speakers shall be polite and not raise their voices
- All speakers shall respect all others in attendance and shall not use offensive language
- The Forum observes equal opportunities and respects diversity of all community members. Discriminatory language will not be acceptable or tolerated so please do not air personal views that are likely to offend
- All speakers will keep to the subject under discussion
- Each person may speak only once on an issue until every other person has had the opportunity to speak thereby accounting for all opinions
- All persons shall abide by the decisions taken at meetings
- If any person does not abide by the Code of Conduct a warning will be given. Should they break the Code of Conduct again they will be asked to leave
- In the event of there being a conflict of interest (or potential conflict of interest) this must be disclosed to the meeting and if necessary, the person who has disclosed the conflict, (or potential conflict), whether financial or non-financial, shall absent themselves from the meeting whilst the subject is under discussion. Political references shall be avoided