



**CAMPAIGN
FOR
REAL ALE**

**CAMRA
CODE OF CONDUCT**

Contents

Introduction

- 1.0 Personal Conduct**
- 2.0 Policy**
- 3.0 Communications**
- 4.0 Declaration of Interest**
- 5.0 Related Documents**

Document:	Code of Conduct
Issued By:	The National Executive
Version:	06
Date:	13 September 2016
Updated By	Directors with responsibility for Volunteers and Disciplinary Committee
Circulation:	Members

CAMRA Code of Conduct

Introduction

The purpose of this Code is to offer suggestions and guidance to Members of the Campaign for Real Ale as to how they should represent CAMRA whilst going about what would be considered to be the normal business of Campaigning. Section 4.0 is a copy of the previously published Declaration of Interest.

The majority of the Code is by no means mandatory and is issued for guidance only however, where the terms shall (not) or must (not) are used these directives must be adhered to.

Matters and issues relating to the CAMRA Code of Conduct should, in the first instance, be reported to your branch chairman. This may then be escalated to the Regional Director, the National Executive (NE) member responsible for Volunteers or, depending on the seriousness of the matter the Chairman of Disciplinary Committee.

1.0 Personal Conduct

- 1.1 Members should endeavour to behave in a way which would not cause any embarrassment to the Campaign overall. Common sense should prevail in dealings with fellow members regardless of gender, ethnic origin, creed, disability or sexual orientation. In the first instance, try to regard all members as friends or family and treat them with respect and civility. Whilst you may not get on with a particular person, this should not manifest itself in unreasonable behaviour towards them.
- 1.2 When communicating with full time members of staff by telephone, email or in person you should treat them with respect and civility in the same way as you would a work or business colleague. You should remember that they are only doing their assigned job and are not responsible for defining internal and external policy or setting campaigning objectives which are the responsibility of the NE and National Committees. This principle includes staff involvement in committee meetings where it is the responsibility of the Committee chairman to ensure members of staff are treated appropriately.
- 1.3 Everyone is entitled to their own opinion and although you may disagree with what another member is suggesting or proposing, this disagreement should be dealt with in an appropriate, business-like manner, particularly when in the presence of non-members, the press or any other media representatives.
- 1.4 When invited to represent CAMRA at official engagements, members should consider and be aware of their appearance and conduct themselves in a professional manner which befits the image of CAMRA as an established and respected national consumer organisation.
- 1.5 Members must not without the appropriate approval commit CAMRA at local, regional or national level to any undertaking which is contrary to the Articles of Association or accepted policy as defined in the Internal and External Policy Documents (IPD & EPD).
- 1.6 When attending official regional and national CAMRA meetings which are not designated as dry meetings, members should limit their alcohol intake in order to avoid disrupting the business being conducted.
- 1.7 Members must be mindful of the manner in which they interact with other volunteers at CAMRA events particularly when in a position of authority (e.g. as Beer Festival Organiser or Bar Manager) to ensure that they do not say anything or act in a manner which may cause offence or physical injury and lead to accusations of harassment and/or bullying.

2.0 Policy

- 2.1 Members should try to ensure that they are always aware of national and regional policy as set out in the IPD & EPD or advised from time to time by the relevant Regional Director or appointed representative of the NE.

- 2.2 When expressing personal opinions or making statements that differ from stated policy, this should be made clear with a disclaimer, if necessary, particularly if the statement is included in a CAMRA document that could be read by non-members and/or published on the internet.
- 2.3 Documents or information that are clearly confidential and intended for internal CAMRA use only should not be made public whether in printed form or on a website, blog or any other such internet communications, nor should hard copies be left in rooms after meetings. Examples are minutes, financial accounts and internal correspondence including memos and letters.
- 2.4 Any correspondence between CAMRA members which is addressed to a particular person and is intended for personal consumption must not be reproduced in either printed or electronic format so that it can be viewed or read by a third party without the agreement of the corresponding parties.
- 2.5 CAMRA publications (Branch magazines, newsletters, websites and the like) and correspondence must not be used to attack, unduly criticise or castigate another member, Branch, committee or employee of CAMRA.

3.0 Communications

- 3.1 CAMRA stationery including letter headings and compliments slips or emails, which include the CAMRA logo, must only be used for official communications and correspondence. Official correspondence includes, but is not limited, to the following:
 - Letters, memos or emails on behalf of a Branch;
 - Letters, memos or emails by one Branch Official on behalf of a Branch which is done with the approval of the Branch Committee and does not include personal opinions or views;
 - Letters, memos or emails by a Regional Director or other appointed representative of the NE provided that it does not include personal opinions or views particularly if they are contrary to stated CAMRA policy;
 - Letters, memos or emails by a member of the NE provided that it does not include personal opinions if they are contrary to stated CAMRA policy;
 - Letters, memos or emails by a full time member of staff in the normal course of administering the Campaign.
- 3.2 Individual members must not use CAMRA stationery to communicate personal opinions or complaints to an external party or non-member of the Campaign.
- 3.3 Members must consider the sensitivity of information when communicating a warning or advice. For example, when a beer has been condemned at a Beer Festival for whatever reason, the first parties to be advised should be the brewer or brewing company and the Brewery Liaison Officer, not CAMRA internet groups, the general public or press.
- 3.4 Members must not release or circulate any information which is considered to be Commercial in Confidence and/or which could cause embarrassment if made public in the press or other media. For example, when a Branch selects pubs for inclusion in the Good Beer Guide (GBG), the status of a particular pub (included or not) should not be discussed in public and most definitely not with the owners, licensees or landlords prior to the GBG being published unless it is made abundantly clear that the communication of this information to a third party is embargoed until after the GBG is published.
- 3.5 All correspondence undertaken on behalf of CAMRA that specifically identifies an individual must be factual, polite and appropriate.

4.0 Declaration of Interest

- 4.1 Guidance has been requested in respect of declarations of members' outside interests within the Campaign. While it is fairly widely understood in respect of direct financial interest, there

do seem to be a variety of practices in respect of more indirect interest that has caused concern among members.

- 4.2 It is suggested that as well as direct financial interest, members should declare an interest and refrain from discussing and voting on any item where it could be reasonably seen by members of the public that they might be biased on the basis of their indirect financial interest, employment or the similar interests of a close relative or partner.
- 4.3 An example of this might be licensees who are involved in voting for Branch GBG entries or pub awards. Where their pub is in the Branch area, it is strongly recommended that an interest should be declared and the member concerned should not participate in the decision by either speaking or voting. If the member is chairing the meeting, they should vacate the chair for that item.
- 4.4 This guidance is not intended to be overly prescriptive on this issue and, for instance, should not be taken to mean that someone with a handful of shares in a major brewery should be prevented from participating in GBG discussions where the brewery has a tied house in the area (usually shareholdings are normally considered significant when they exceed 1% of issued share capital). However, CAMRA is an independent consumer organisation and anything that brings that independence into dispute clearly weakens our ability to campaign effectively.
- 4.5 Accordingly, it is recommended to all members that if they have an interest that might suggest that they might be voting for reasons other than those of supporting the interests of local drinkers then they should declare an interest and not participate in the debate or vote on the matter.

If you have any suggestions for inclusion in or revision of this Code, or are in doubt as to its content or implementation, then please contact a member of the NE, Branches Committee (Regional Directors) or a National Committee Chairman. Contact details can be found in What's Brewing.

5.0 Related Documents

Articles of Association	Internal Policy Document	External Policy Document
Members' Handbook	Corporate Design Guide	Headquarters Structure
CAMRA National Committee and Advisory Group Structure		Volunteers' Charter
GBG Press Embargo Guidelines		

The above documents are available on request from CAMRA Central Support Offices or the members' web site.