



Patron: Her Majesty The Queen

HIGHLAND CATTLE SOCIETY VOLUNTEER CODE OF CONDUCT

CONSTITUTION AND OBJECTS

1. The Society shall be called "THE HIGHLAND CATTLE SOCIETY" and shall operate as a charitable organisation for charitable purposes. The expression "charitable purposes" shall mean a charitable purpose under Section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

2A Its objects shall be:-

- 1 To preserve and safeguard the Highland Cattle Breed and ensure its sustainable continuance as an important icon of rural Scotland's heritage, culture and art.
- 2 To promote, apply, assist and facilitate the advancement of science in all aspects of breeding, management and husbandry of Highland Cattle.
- 3 To promote, advise on and facilitate the unique advantages of Highland Cattle including in the preservation and conservation of the natural environment and its wildlife habitats and to furthering cattle management in meeting the challenges of climate change.
- 4 To promote and advance the physical and mental wellbeing of Highland Cattle and the prevention of suffering and illness.
- 5 To promote, encourage, educate in and organise the development of individual skills, capabilities and understanding in all aspects of Highland Cattle management and breeding amongst stockmen, owners and breeders.
- 6 To foster and to develop the sense of community, social and economic adhesion of all those involved in Highland Cattle, especially in the more remote areas.

2B All the Society's activities are to be in furtherance of the Objects set out in Rule 2A.

They will include:

1. Maintenance, updating, control and publication of the Breed Standard;
2. Maintenance and publication of the Herd Book in which to register the births and pedigrees of Highland Cattle;
3. To organise or arrange pedigree Society or affiliated shows and sales;

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4. To approve and appoint Society judges and fieldsmen;
5. To use verbal, visual, written, audio and electronic media methods in furtherance of its Objects;
6. Liaising, co-operating with, supporting and sponsoring specialist bodies, organisations or government departments in the fields of animal or agri-sciences, animal welfare, environment conservation and climate change;
7. Keeping abreast of new animal science and animal welfare issues and to disseminate the information through the Society's website, publications, and other means;
8. Facilitating the use of Highland Cattle in genetic advances, conservation grazing and veterinary projects through seminars, open days, teach-ins, regional club activities, fieldsmen, demonstrations, publications, and the website, educate members, owners, breeders, stockmen and other interested parties in the breeding, welfare, husbandry, and showing of Highland Cattle, and the management of grazing land;
9. Through shows, sales, gatherings, social events and publications, assemble together breeders and owners of Highland Cattle and members of local public to engender a sense of social community purpose, togetherness and cohesion.

Code of Conduct – Highland Cattle Society – Volunteers

Volunteers include Trustees, Field Officers, Judges and others representing or acting on behalf of the Highland Cattle Society whether long term or for single events. Highland Cattle Society deems that Volunteers have given their consent to be bound by both the restrictions and penalties imposed by this code of conduct. Volunteers will be liable for any breach committed whether by themselves, their families, employees or agents.

The intention of this is to establish clear and acceptable behaviour expectations for the Highland Cattle Society's volunteers when operating on behalf of the Society.

Responsibilities

Volunteers must:

- Carry out their volunteer role activities with due care and attention.
- Declare any transaction from which they or any organisation or individual related to them may make financial gain, to the HCS Treasurer in order that any such arrangements are transparent and open.
- Volunteers must always act within the constitution and bye-laws, Society policies and procedures. These are available from the Treasurer and some items can be found on the website. No Volunteer shall be absolved from their effect on any allegation of not having received a copy.

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- Be respectful of those you come into contact with through Highland Cattle Society meetings and events. Respect diversity, different roles and boundaries, and avoid giving offence. Do not engage in any form of sexual, racial or religious discrimination or harassment. Do not conduct yourself in any rude or immoral manner, including the use of profane language, gestures, insults or such misbehaviour.
- When using social media in connection with the Society, its officials members or staff, do so in a manner which could not be deemed offensive. You are asked to consider the impact of publicly expressive negative issues relating to the Society, its officials, members or staff on social media. Any such issues should be raised within the process outlined for dealing with complaints and available online.
- In no case shall any member of staff be reprimanded directly by a volunteer, or entitled to enter into discussion with a Trustee on any instructions passed to them by the Board of Trustees.
- As well as avoiding actual impropriety, conduct yourself in a manner which does not damage or undermine the reputation of the Society (especially when you are representing the Society) and do not take part in any activity which is in conflict with the objects of the Society or which might damage the reputation of the Society.
- Follow all reasonable requests by staff and trustees who support and manage their volunteer role activities.
- Act within the law
- Be aware of Health and Safety notices and their meaning, seeking clarification if necessary.
- Immediately report all accidents, injuries and incidents whilst volunteering for the Society.
- Wear appropriate protective equipment/clothing and comply with health and safety rule sin force.
- Not falsify records, expenses or defraud of attempt to defraud the Society in any manner.

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- Not carry out volunteer duties when in an unfit state due to the influence of alcohol, or other drugs or substances.
- Not carry out private trading or use the Society brand of equipment to promote private trade when on Society business.

Complaints Process

A complaint is any expression of dissatisfaction you raise about something done or not done by or on behalf of the Highland Cattle Society.

This complaints process is to resolve complaints that a member of the Society, another organisation or member of the general public raises with the Society. It does not apply to decisions made by, or proper to, the Board of Trustees (Council). Those matters will be dealt with by the Board of Trustees in accordance with the Highland Cattle Society Constitution.

We will make sure that your complaint is:

- treated seriously
- handled fairly without bias or discrimination
- treated confidentially

You should complain as soon as possible and usually within 3 months of the event or decision that you are complaining about. This is because facts are generally easier to establish closer to the event. But, we will look into complaints made after that if circumstances prevented you from making the complaint sooner. You should contact

- The Breed Secretary, unless your complaint is about that person; in which case
- The President, unless your complaint is about that person; in which case
- The Vice-President.

If you complain to another Board trustee, they will give the details of your complaint to one of the above as appropriate.

Your complaint can be oral or in writing and you need to tell us:

- what you think went wrong
- what you think we should do to put it right

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When someone else complains on your behalf, we need written confirmation from you saying that you agree they can act for you.

Disciplinary Procedures

The Board of Trustees, by not less than a two-thirds majority, and with the approval of the President, shall have power to suspend any Member from the Society for any cause which shall appear to a Meeting of the Council to require such action. It shall not be necessary for the Board to assign any reason for such suspension, and all persons so suspended shall thereupon cease to enjoy the privileges and benefits of Membership for howsoever long the suspension shall remain in force; save that any member under suspension shall nevertheless be permitted to offer pedigree Highland cattle for sale at an official sale held under the auspices of the Society.

Any Annual or Associate Member under suspension shall be required to maintain the appropriate subscription up-to-date during the term of the suspension. The Board of Trustees, by not less than a two-thirds majority, and with the approval of the President, shall have power to expel any Member for any cause which shall appear to a Meeting of the Board of Trustees to require such action; it shall not be necessary for the Board to assign any reason for such expulsion, and all persons so expelled shall thereupon cease to be Members and to enjoy the benefits of Society membership.