



**THE ASSOCIATION OF  
DRESS HISTORIANS (ADH)**

**CODE OF CONDUCT**

**Last review: 07.10.2022**



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## **1 Introduction**

The Association of Dress Historians (ADH) supports and promotes the study and professional practice of the history of dress, textiles, and accessories of all cultures and regions of the world, from before classical antiquity to the present day. The ADH is proud to support scholarship through international conferences, publication of *The Journal of Dress History*, prizes and awards for students and researchers, and ADH members' events.

The Association of Dress Historians is entirely volunteer run and values fairness and inclusivity for all activities undertaken by the charity and all individuals connected to the charity.

## **2 Scope of Code of Conduct**

The ADH Code of Conduct is not a legal or regulatory requirement; instead it is designed to provide a set of guidelines outlining the responsibilities, proper practice, and expected behaviour of the ADH Board (Executive Committee and Trustees), Sub-Committees, and volunteers.

The Code of Conduct confirms the ADH commitment to welfare and appropriate procedures to follow relating to safeguarding, bullying, or harassment concerns.

The Code of Conduct should be used in conjunction with, and is complementary to, the ADH Constitution, Code of Ethics and Diversity and Inclusion policy. Furthermore, all policies refer to recommendations from the [Charity Governance Code](#).

## **3 Leadership and governance**

The ADH is led by the ADH Board (Executive Committee and Trustees), whose members provide strategic leadership in line with ADH values and effectively deliver on ADH Constitutional objectives.

### **3.1 Trustee purpose**

The ADH Trustees manage the finance, governance, and accountability of the ADH as specifically laid out in the ADH Constitution.

### **3.2 Executive Committee purpose**

The ADH Executive Committee executes and administers the objectives and outputs of the ADH as specifically laid out in the ADH Constitution.

### **3.3 Sub-Committees and volunteer purpose**

Sub-Committees and volunteers, not involved in governance, support the delivery of ADH Constitutional objectives. Further guidelines and



responsibilities are detailed in the ADH Sub-Committee and Volunteer policies.

### 3.4 Integrity of the Board

The ADH Board collectively accepts that they have ultimate responsibility for the ADH reputation, funds, and assets. The Board agrees to behave with integrity, even where difficult or unpopular decisions are required, and to avoid bringing the charity and its work into disrepute.

## 4 ADH Board, Sub-Committees and volunteer conduct

The members of the ADH Board, Sub-Committees, and volunteers are expected to conduct themselves in the following manner:

- Act within ADH Constitution guidelines and [UK Charity law](#)
- Maintain the highest level of institutional integrity and personal conduct at all times
- Act as ambassadors of the ADH and uphold ADH values and organisational purpose
- Work and communicate considerately and respectfully with all ADH Board members, volunteers, and beneficiaries
- Manage conflict of interests effectively
- Carry out duties as laid out in role descriptions and the ADH Constitution
- Actively engage in respectful discussion, debate, and voting in meetings
- Act jointly and accept a majority decision in meetings
- Work to positively enforce inclusion of protected characteristics outlined in the Equality Act 2010 in relation to ADH objectives

## 5 ADH Board, Sub-Committees and volunteer welfare

The members of the ADH Board, Sub-Committees, and volunteers are supported in their roles through the following Constitutional and policy commitments:

- Scheduling of Executive Committee and Trustee meetings, as detailed in the ADH Constitution
- A dedicated ADH email address, to enable them to undertake ADH business without compromising personal privacy or transgressing personal-life boundaries
- Ability to claim expenses related to ADH activities, as detailed in the ADH Expense policy

- Provision of detailed role descriptions and a three-year tenure, as detailed in the ADH Constitution
- The Trustees will ensure the Executive Committee has the support and advice it needs to carry out roles effectively and manage volunteers and Sub-Committees. If necessary, tasks can be delegated where required
- Mutual support and advice is also encouraged, allowing all Committee members to benefit from one another's skills and expertise
- Ensuring all ADH Board members are aware of ADH reporting procedures in the event of safeguarding, bullying, or harassment concerns

## **6 Safeguarding commitment**

The ADH Trustees acknowledge it is their responsibility to safeguard the ADH Board, Sub-Committees, volunteers, and beneficiaries when conducting work remotely, or at in-person events.

### **6.1 In-person event safeguarding**

The ADH will work with contracted event locations to ensure that all necessary health and safety precautions are in place, and that ADH Board and Sub-Committee members, event volunteers, and attendees are safe and secure.

### **6.2 Digital safeguarding**

The ADH safeguarding of digital interfaces includes: email, website, social media, and virtual conferencing platforms. Abuse by digital image or word will be treated as equal to in-person abuse and is subject to the same concerns, reporting, and response procedures.

### **6.3 Reporting safeguarding concerns**

The Secretary is the designated safeguarding lead, but concerns may be raised with any member of the Executive Committee or a Trustee. If, after discussion, it is judged that the concern requires further investigation, then the concern should be reported to the Charity Commission.

## **7 Incidents and allegations**

The ADH is committed to addressing and resolving grievances, incidents, and allegations relating to bullying, harassment, and exclusion. The ADH Board, Sub-Committees, and volunteers should always be able to raise concerns freely and confidentially.

Disagreements do happen and concerned parties are encouraged in the first instance to discuss issues amongst themselves to reach a mutual resolution.



Where a disagreement cannot be resolved through individual agreement, those concerned can raise a concern or grievance following the below guidance.

## 7.1 Reporting grievances

### 7.1.1 Informal grievances

If an ADH Board member, Sub-Committee member, or volunteer has a concern or grievance, they are advised to speak to another Board member who has not been involved in the matter. However, if the grievance concerns their line manager, then the affected party should speak with the ADH Secretary or directly to a Trustee.

The ADH representative who is assisting with the complaint will speak informally with the person concerned and aim to reach a resolution. Confidential discussion is always encouraged to help decide how serious the issue or complaint is.

Following this discussion, both parties will try to reach a satisfactory outcome. However, if the concerned party is not satisfied with the outcome, or the grievance is of a serious nature, then a formal written grievance should be raised.

### 7.1.2 Formal grievances

Formal grievances should be raised by email to the ADH Secretary, or directly to a Trustee. Grievances must be made in writing as soon as possible and should include the details of the complaint (names, dates, times) and how the concerned party would like to see the issue resolved.

### 7.1.3 Conflict resolution

The investigating party will gather information related to the grievance and speak confidentially to those concerned with the aim of reaching a satisfactory resolution for both parties. If a satisfactory outcome is not achieved, then the investigating party will arrange a meeting to review.

The meeting will be chaired by an ADH Board member who was not part of the investigating team.

A companion can be taken into the meeting, they can state the case and ask questions but cannot answer on behalf of the concerned party. When selecting a companion it is not appropriate to invite someone whose presence may prejudice the meeting and/or appeal.

Notes will be taken and the Chair of the meeting and investigating parties will decide on a resolution, which all parties will be asked to review and

agree upon.

Once a disciplinary procedure has commenced all communication between parties will be conducted through a mediator.

The ADH will always seek to resolve conflict or allegations in a peaceable and respectful manner, and will seek to avoid creating any unnecessary prejudice against those involved.

#### 7.1.4 Reporting anonymously or escalating concerns

If an ADH Board, Sub-Committee member, or volunteer has a concern they are unable to raise internally or feels their informal or formal grievance was not addressed effectively, they can escalate it to the Charity Commission.

#### 7.1.5 Appealing decisions

If your concern or grievance is not upheld, or is partially upheld, you have the right to appeal.

### 8 Withdrawing a grievance

If you have raised your grievance formally but have subsequently changed your mind, you can withdraw all or part of your grievance by confirming you wish to do so in writing.

### 9 Monitoring and reviewing

The Code of Conduct will be reviewed annually in line with government guidance and to serve the evolving purposes of the ADH best .

### 10 Policy Sign-off

<b>Name</b>	<b>Role title</b>	<b>Signed</b>	<b>Date</b>
Vicki Karaminas	Chair, Board of Trustees	<i>Vicki Karaminas</i>	07.10.2022
Sue Bennett	Treasurer and Trustee	<i>Sue Bennett</i>	07.10.2022
Emily Taylor	Secretary and Trustee	<i>Emily Taylor</i>	07.10.2022
Kelly Reddy-Best	Trustee	<i>Kelly Reddy-Best</i>	07.10.2022
Hilary Hall	Trustee	<i>Hilary Hall</i>	07.10.2022
Joseph Hancock	Trustee	<i>Joseph Hancock</i>	07.10.2022