



ASTON MARTIN OWNERS CLUB

### **Code of Conduct**

The purpose of this Code is to provide all Officers, Members, Volunteers and Employees with an enjoyable and safe environment, where we can enjoy the benefits of Membership of AMOC. We trust that all Officers, Members, Volunteers and Employees will read this carefully and help us to ensure that our Club retains its reputation for being an approachable, inclusive and welcoming motoring club.

As a Club run mainly by volunteers, AMOC requires the voluntary input of its Members in order to run events, serve Members and to function smoothly.

All Club Officers, Members, Volunteers and Employees of the Club shall adhere to this Code of Conduct.

AMOC seeks to operate in an open and friendly environment, where people show respect for each other, their personal property and the Club. All Officers, Members, Volunteers and Employees should be a positive "role model" and as such, Officers, Members, Volunteers and Employees shall:

- Show respect and courtesy to all Club officials, Members, Volunteers and Employees. They shall not tarnish the reputation of the Club Officers, Members, Volunteers or Employees or bring the Club into disrepute.
- Operate in a manner free from all forms of harassment and discrimination.
- Be mindful of their actions in relation to individual safety and safety of all others involved in the Club.
- Abide by the AMOC Articles of Association and Bye-laws.
- Comply with and adhere to reasonable directives and requests of Club Officers and Employees.
- Always act responsibly, ensuring that they do not harm the reputation of the Club and accept responsibility for their actions.
- Be ethical, fair and honest in all their dealings with other people.
- Observe privacy and confidentiality concerning records, documentation or other communication containing another person's personal information, unless consent is provided by that person.
- Members, Volunteers, Employees and Officers should comply with rules on proper computer, internet, social media and email usage.



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- All Officers, Members, Volunteers and Employees should understand the possible consequences of breaching AMOC's rules and regulations and comply with and adhere to any penalty imposed by the Club.
- Not engage in or conduct activity on Social Media or the Club Forum which includes inappropriate criticism of other Officers, Members, Volunteers or Employees or the Club as a whole.
- Officers, Members, Volunteers and Employees must not use their positions, or the knowledge gained as a result of their positions for private, personal or their business advantage. Neither will they derive any profit, benefit or advantage from the Club that is not offered equally to every full Member of the Club
- Report any inappropriate behaviour to the Club Manager, or if it relates to the Club Manager, then report to the Chairman or Deputy Chairman for action and follow up.

### **Breaches of the Code of Conduct:**

Any member not behaving in accordance with the terms of the Code of Conduct whilst attending an event and/or communicating with another Member, employee, volunteer or official may be asked to leave, by the most senior Club Member on duty at the time.

Breaches of this Code of Conduct will be investigated, discussed and an appropriate course of action will be taken by the Committee of Management, which may include termination of Club Membership.

This Code of Conduct is to be read in conjunction with the AMOC Articles of Association and Bye-laws of the Club. Any disciplinary actions are dealt with under these rules.

<b>Document Status</b>	<b>Approved By</b>	<b>Date</b>	<b>Review Date</b>
Approved	Committee of Management	April 2020	April 2021