

LARWest Grievance Subcommittee Code of Conduct

This document outlines the conduct expected from all members of the LARP West Grievance Subcommittee (“*Grievance Subcommittee*”). This code of conduct is to be complied with when carrying out duties entrusted to the Grievance Subcommittee by the WA LARP community (“*the community*”). For the purposes of this Code of Conduct, ‘*members of the community*’ encompasses past, present, and prospective attendees of LARP West events.

- I will abide by our procedures when carrying out Grievance Subcommittee duties.
- When performing these duties, I will act in the best interest of the health, safety and welfare of the community and its members.
- I will be professional and respectful in all communication that represents, or can reasonably be interpreted to represent, the Grievance Subcommittee.
- As a representative of the Grievance Subcommittee, I will be professional and respectful in all contact with the community and external sources when I am expected to represent the Subcommittee. This includes in person and online.
- I will build and maintain rapport with the community, so that members of the community can trust me to be approached with grievances.
- I will allow all members of the community the opportunity to bring forward all concerns and grievances.
- I will handle all grievances with respect and sensitivity.
- I will not act without consent from the reporter.
- I will, at all times, maintain and abide by the confidentiality level chosen by the reporter.
- I will inform the reporter of the grievance procedure, and if necessary, guide them through the process.
- I will correctly answer any questions brought to me about the Grievance Subcommittee. If I do not know the answer, I will find out the answer and report it back to the community member.
- I will promptly inform the Grievance Subcommittee of all information relating to grievances brought forth, provided that doing so is not a breach of confidentiality.
- I will keep detailed records of all information, processes and decisions relating to the Grievance Subcommittee. These records are to be kept on the confidential Google Drive with limited access.
- I will sign all official Grievance Subcommittee correspondence with my name. This is for transparency and the comfort of community members in correspondence with the Grievance Subcommittee.
- I will be fair and impartial when discussing Grievance Subcommittee cases.
- If I am unable to be impartial, I will declare so and abstain from any input in the case.
- When discussing cases, I will consider the interests and health of both the parties involved and the wider community.
- I will ensure involved parties are promptly and appropriately updated on relevant details of the case.
- I will ensure all tasks allocated to me by the Grievance Subcommittee are completed in a prompt manner. If I am unable to perform a task allocated to me, I will alert the Grievance Subcommittee and, if necessary, ensure the task is allocated to another Grievance Subcommittee member.

Name of Sub-Committee Member: _____

Date Signed: _____

Signature: _____