

Howard Hall Memorial Hall

Code of Conduct

All members of Lodges and other Masonic Orders resident at the Howard Hall Memorial Hall are considered members of the Howard Hall Memorial Hall Sports and Social Club. They will be responsible for their own conduct and those of any guests or visitors they introduce to the Hall.

As members they have the right to:

- a. Be treated fairly, equally and with respect by the staff of the Howard Hall Memorial Hall Sports and Social Club and other members.
- b. Socialise in an environment free from all forms of harassment and discrimination.
- c. Through the Secretary of their Lodge or Masonic Order, or designated representative on the Howard Hall Memorial Hall Management Committee, express their opinions and make suggestions on the running of the Howard Hall Memorial Hall Sports and Social Club.

Members, however, must at all times:

- a. Treat other members, guests, visitors and staff fairly, equally and with respect and courtesy.
- b. Behave responsibly and ensure their conduct does not bring Freemasonry into disrepute.
- c. Not behave in a way that could place other members, guests, visitors and staff in danger or at risk of injury.
- d. Not physically or verbally harass others.

Breaches of this Conduct by Members.

- a. Any member not behaving in accordance with the terms of the Code of Conduct within the Hall or on its premises will be reported to the secretary of their Lodge or Masonic Order.
- b. It is expected that the Lodge or Masonic order to which the member belongs will investigate any inappropriate behaviour and take the appropriate course of action, in accordance with paragraphs 179, 180 and 181 of the Book of Constitution.
- c. Notwithstanding any action that the Lodge may take, the Bar Manager may refuse to serve the member at the bar. Appeals against such action will be to Hall Secretary.
- d. Committee, who will convene a panel to hear the grievance.
- e. The Howard Hall Memorial Hall Committee may also set up a panel to consider repeated offences, irrespective of action taken by the Lodge or Masonic Order to which the member belongs, to consider if the behaviour should be reported to the

Provincial Grand Registrar in accordance with paragraph 180 of the Book of Constitution.

- f. The Panel for hearing grievances and reviewing repeated offences, will comprise:
 - The Chairman or Secretary of the Howard Hall Memorial Management Committee;
 - A Trustee of the Durobrivae Lodge Benevolent Fund; and
 - An independent Secretary of a Lodge resident at the Howard Hall Memorial Hall,
- g. The aggrieved member, or member subject to investigation will be entitled to be accompanied by a member of their Lodge or Masonic Order resident at the Howard Hall Memorial Hall.

Breaches of this Conduct by Howard Hall Sports and Social Club staff.

- a. If any member feels that a member of the Howard Hall Memorial Hall Staff is not behaving in accordance with the terms of the Code of Conduct they should report the matter to the Chairman of the Howard Hall Memorial Hall Management Committee, who will investigate the matter.
- b. If following the investigation, there is reasonable grounds to believe that a member of staff has behaved inappropriately, the matter will be referred to the Durobrivae Lodge Benevolent Fund Trustees.
- c. Three Trustees of the Durobrivae Lodge Benevolent Fund will hear the case and decide on the appropriate course of action.

Control Documentation

Version	Code of Conduct Version 1
Date Approved	January 2024
Approved By	Howard Hall Management Committee
Responsible Officer	Hall Secretary
Related Documents	Terms & Condition for the Hire of Howard Hall. Memorandum of Understanding, Safeguarding Framework
Review Date	January 2029