

# IP Inclusive Volunteers' Code of Conduct

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**IP INCLUSIVE**

Working for diversity and inclusion in IP

## Introduction

IP Inclusive is powered almost entirely by volunteers. They are our most important asset and play a vital role in furthering our objectives.

Our governing body, IP Inclusive Management (IPIM)<sup>1</sup> oversees the work done under the IP Inclusive and Careers in Ideas banners, including by volunteers. It is also responsible for supporting that work, and for providing leadership to the people who do it. That involves:

- Promoting high standards of behaviour throughout the IP Inclusive community, towards one another and towards external stakeholders
- Ensuring that all volunteers work together, in a mutually supportive way, to pursue the IP Inclusive objectives<sup>2</sup>

This Code of Conduct is intended to help IPIM do that. It is here so that both volunteers and the people they come into contact with through their work for IP Inclusive know what we expect of them. It sets out standards of behaviour to help ensure (a) that IP Inclusive is effective, open and accountable; and (b) that its volunteers have productive and supportive relationships with each other, IP Inclusive personnel and anyone else who interacts with the initiative.

We ask everyone who works for or with us to read our Code of Conduct<sup>3</sup> and confirm they are happy to comply with it.

## What and who this Code of Conduct applies to

This Code of Conduct (referred to from now on as “the Code”) applies to everyone who carries out activities for or on behalf of IP Inclusive. That includes:

- People involved with our networking and support communities<sup>3</sup>, regional networks<sup>4</sup> or any other projects or initiatives – including Careers in Ideas – established under the IP Inclusive banner

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<sup>1</sup> See <https://ipinclusive.org.uk/ip-inclusive-management/>

<sup>2</sup> See section 2 of the IPIM constitution at <https://ipinclusive.org.uk/wp-content/uploads/2021/06/210607-new-ipim-constitution.pdf>

<sup>3</sup> See <https://ipinclusive.org.uk/community/>

<sup>4</sup> See <https://ipinclusive.org.uk/our-regional-edi-charter-networks/>

- Members of the IP Inclusive Advisory Board

The Code applies whenever these people act for or on behalf of IP Inclusive, as well as to things they do elsewhere that might reasonably be associated with, or reflect on, IP Inclusive.

IPIM also requires compliance with the Code by employees, consultants and contractors and any other executive staff that it appoints to work for IP Inclusive, whether or not they are paid for that work.

IPIM members are themselves volunteers and they too are expected to adhere to the Code.

### Standards of behaviour

As a volunteer you should regard yourself as an ambassador for IP Inclusive. We ask you to maintain the highest standards of behaviour in the things you do under the IP Inclusive or Careers in Ideas banners, by:

- Acting honestly, responsibly and with integrity, and in a way that is in line with IP Inclusive's objectives<sup>2</sup> and values, enhances its work and reflects well on it
- Treating others with fairness, dignity and respect
- Communicating respectfully and honestly at all times
- Following IP Inclusive's policies and procedures as well as any instructions reasonably given to you by IPIM or its executive staff
  - This includes in particular our communications policy<sup>5</sup> and data protection policy<sup>6</sup>
- Observing relevant health, safety and safeguarding procedures in your interactions with other people, and reporting any associated concerns to IPIM
- Declaring any interests (eg business or employment interests) that may conflict with IP Inclusive's interests or objectives or your role within it
  - Please seek guidance from IPIM if you are in doubt as to what constitutes a conflict of interest
- Keeping confidential matters confidential, both during your work with IP Inclusive and afterwards
- Respecting the privacy of the people you work with, both within and outside IP Inclusive
- Treating with care and respect any documents, materials or equipment that you handle as a result of your work with IP Inclusive, and at the end of your involvement with IP Inclusive returning any such documents, materials or equipment in your possession if you do not own them
- Doing your best to meet time and task commitments and providing reasonable notice when you will not be available so that alternative arrangements can be made

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<sup>5</sup> See <https://ipinclusive.org.uk/wp-content/uploads/2019/10/1910-ipi-communications-policy.pdf>

<sup>6</sup> See <https://ipinclusive.org.uk/wp-content/uploads/2019/01/1805-ip-inclusive-data-protection-policy.pdf>

- Cooperating with IPIM, and with other IP Inclusive volunteers, to pursue IP Inclusive’s objectives<sup>2</sup>

### **Things volunteers should NOT do**

As an IP Inclusive volunteer, please do not:

- Bring IP Inclusive into disrepute (including through the use of email or social media)
- Use IP Inclusive communications to bring other parties into disrepute
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, bullying, discrimination or harassment)
- Seek or accept any gifts, rewards or benefits in return for your work for IP Inclusive, whether personally or on behalf of another organisation you are associated with
- Provide a false or misleading statement, record or claim in respect of IP Inclusive or any person associated with it
- Improperly disclose, during or after your involvement with IP Inclusive, confidential or sensitive information gained in the course of that involvement

### **Lines of reporting and control**

IPIM is IP Inclusive’s governing body. It exercises a “light-touch” but nevertheless important level of control in order to ensure that IP Inclusive delivers on its objectives and conducts itself appropriately. Volunteers are expected to follow its instructions, and we ask you to cooperate with IPIM members both in your own work for IP Inclusive and where necessary in investigating breaches of this Code of Conduct.

IPIM is also there to support volunteers in adhering to this Code. If you have any concern or query regarding your experience as an IP Inclusive volunteer, or about IP Inclusive’s policies or procedures, please refer it to our Lead Executive Officer or a member of IPIM. Relevant contact details are given below and on the IPIM page of the IP Inclusive website<sup>1</sup>.

### **Breaches of the Code**

If you are found to be in breach of the Code, or of any of IP Inclusive’s policies and procedures, you may be denied permission to act under the IP Inclusive and/or Careers in Ideas banners. IPIM reserves the right to publish the fact in order to safeguard its interests and those of its stakeholders.

An alleged breach will be handled initially by two IPIM members, who will investigate the issue and determine an appropriate course of action. You will have the right to be heard before they make a decision. You may however be suspended from your work for IP Inclusive pending that decision. You may appeal the decision to the full IPIM membership if you wish, and again will have the right to be heard before its final decision.

### **Employment status**

This Code of Conduct does not create an employment relationship between IP Inclusive volunteers and IPIM.

### **Review**

IPIM will review the Code at appropriate intervals.

## IP Inclusive contact details

### The management team

IP Inclusive Management (IPIM) is the body that oversees activities carried out under the IP Inclusive and Careers in Ideas banners. It can be contacted via its Chair, Michael Silverleaf KC, at [msilverleaf@11southsquare.com](mailto:msilverleaf@11southsquare.com), or its Lead Executive Officer, Andrea Brewster, at [abrewsteripinclusive@gmail.com](mailto:abrewsteripinclusive@gmail.com). Andrea is responsible for the day-to-day running of the initiative and should be your first port of call for information and guidance.

IPIM's postal address is c/o CIPA, 2nd Floor, Viaro House, 20-23 Holborn, London EC1N 2JD.

There is more information about IPIM at <https://ipinclusive.org.uk/ip-inclusive-management/>.

### Website addresses

- IP Inclusive: <https://ipinclusive.org.uk/>
- Careers in Ideas: <https://careersinideas.org.uk/>
- IP & ME: <https://ipinclusive.org.uk/community/ip-me/>
- IP Ability: <https://ipinclusive.org.uk/community/ip-ability/>
- IP Futures: <https://ipinclusive.org.uk/community/ip-futures/>
- IP Out: <https://ipinclusive.org.uk/community/ip-out/>
- Women in IP: <https://ipinclusive.org.uk/community/women-in-ip/>

### Website administrators and editors

- Andrea Brewster ([abrewsteripinclusive@gmail.com](mailto:abrewsteripinclusive@gmail.com))
- Jonny Lerwill ([jonathan.lerwill@me.com](mailto:jonathan.lerwill@me.com))

### LinkedIn pages

- IP Inclusive: <https://www.linkedin.com/company/98183780/>
- Careers in Ideas: <https://www.linkedin.com/company/82198927/>
- IP & ME: <https://www.linkedin.com/in/ipandme/>
- IP Futures: <https://www.linkedin.com/in/ip-futures-12422b187/>

### LinkedIn groups

- "IP Inclusive": <https://www.linkedin.com/groups/8473869/>
- "Careers in Ideas": <https://www.linkedin.com/groups/12376993/>

- “IP Inclusive: IP & ME”: <https://www.linkedin.com/groups/12049564/>
- “IP Inclusive: IP Ability”: <https://www.linkedin.com/groups/13756630/>
- “IP Inclusive: IP Futures”: <https://www.linkedin.com/groups/8792265/>
- “IP Out”: <https://www.linkedin.com/groups/8488373/>
- “IP Inclusive : Women in IP”: <https://www.linkedin.com/groups/8557958/>

### Twitter accounts

- IP Inclusive: @IPInclusive
- Careers in Ideas: @CareersInIdeas
- IP & ME: @ipinclusiveIPME
- IP Ability: @IP\_Ability
- IP Out: @ip\_out
- Women in IP Inclusive: @WomeninIP

### Facebook and Instagram accounts

- “IP Ability community”: <https://www.facebook.com/groups/3125107824186976/>
- “Careers in Ideas”: <https://www.instagram.com/careersinideas/>

### Email addresses

All contact details for Careers in Ideas and the five communities (including LinkedIn, Twitter and email addresses) can be found on their individual website pages, as listed above.

IP Inclusive contact details can be found at <https://ipinclusive.org.uk/contact/> and its mailing lists via <https://ipinclusive.org.uk/stay-in-touch/>. Email addresses for specific types of query include:

- General IP Inclusive: [contactipinclusive@gmail.com](mailto:contactipinclusive@gmail.com)
- Events: [ipinclusiveevents@gmail.com](mailto:ipinclusiveevents@gmail.com)
- The EDI Charter: [ipinclusivecharter@gmail.com](mailto:ipinclusivecharter@gmail.com)
- Data protection issues: the Data Protection Officer at [ipinclusivedata@gmail.com](mailto:ipinclusivedata@gmail.com)
- Careers in Ideas: [askcareersinideas@gmail.com](mailto:askcareersinideas@gmail.com)

### Charter signatories, supporters and partners

- Our Charter signatories are listed on our website at <https://ipinclusive.org.uk/about/charter-signatories/>

- Our other supporters and partners are listed at <https://ipinclusive.org.uk/our-supporters-and-partners/>