

Biggar Corn Exchange Ltd. - Policy Statements

This document lists the areas for which Biggar Corn Exchange Ltd. maintains a policy. Each policy will be supported by implementation procedures, approved by the trustees. The policies and procedures will be reviewed regularly, in line with an approved review cycle.

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1. Equality and Diversity

Biggar Corn Exchange Ltd is committed to promoting equality of opportunity for all, and to ensuring that no individual is discriminated against in the planning and delivery of any of our activities. We therefore aim to ensure that the values of equality, diversity and respect for all are embedded into everything we do.

2. Protection of Vulnerable Groups

It is essential that the requirements of the PVG Scheme be met. The following roles require scheme membership

- Production Directors with Children in the cast
- Group Leaders Corn Exchange Young Performers
- Assistants to Group Leaders Corn Exchange Young Performers
- Children's Trainer BCX

3. Business Continuity

Biggar Corn Exchange Ltd. will at all times strive to ensure uninterrupted provision of service to its beneficiaries. It recognises, however, that circumstances can arise which can impact the continuity and quality of service. Supporting plans and procedures outline how Biggar Corn Exchange will manage such circumstances. This policy should be read in conjunction with the Risk Management Policy and Risk Register.

4. Communications

All our trustees, members and volunteers are ambassadors for Biggar Corn Exchange Ltd. It is important that trustees, members and volunteers communicate responsibly. Please think carefully about communications with others – never make misleading, malicious, offensive, inappropriate, discriminatory, intimidating, negative, culturally insensitive, or unfair statements online or in any other medium about the Corn Exchange or anyone associated with it.

5. Complaints

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Any person or organisation who has a legitimate interest in Biggar Corn Exchange Ltd. has a right to complain when things go wrong, and an effective complaints procedure is important in maintaining and building relationships with the people on whom our charity depends. Biggar Corn Exchange Ltd. views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person or organisation that has made the complaint

6. Data Protection

We are committed to ensuring any personal data will be dealt with in line with the Data Protection Act 1998 (the Act) and the General Data Protection Regulation (GDPR) which will apply from 25 May 2018. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

7. Expenses

As a charity, it is a requirement for Biggar Corn Exchange Ltd. to focus on public benefit and to minimise expenditure that is not directly charitable. Members and volunteers are expected to keep expenses incurred to a minimum, and to record, explain and justify such expenses properly.

8. Risk Management

Biggar Corn Exchange Ltd. will seek to identify, analyse and prioritise the risks it faces, particularly where there are legal or serious reputational vulnerabilities. Wherever possible, the organisation will adopt best practise in the identification, evaluation and cost-effective control of risks to ensure that they are either eliminated or reduced to an acceptable level.

9. The Environment

Biggar Corn Exchange Ltd. is committed to minimising the impact of its activities on the environment. Waste will be minimised by evaluating operations and ensuring they are as efficient as possible. Recycling is actively promoted, both internally and amongst its members and suppliers. All the environmental legislation that relates to the Company will be met.

10. Code of Conduct

As a charity, Biggar Corn Exchange Ltd is regulated and must uphold high standards of governance and conduct. The purpose of the Code of Conduct is to provide a structure for the responsibilities and expectations of BCE's Trustees: to define what is required of them and how The Board should operate to make it transparent, open and accountable.