



Code of conduct
for
**All Neighbourhood Watch
Communications**

Issue 1 – March 2018

Hampshire and Isle of Wight Neighbourhood Watch Association (HINWA) encourages the use of all forms of communication to promote the aims of NW and share information with our members and the general public.

This code sets out what is expected from our members when communicating on behalf of NW (both spoken and written).

This document supplements the Code of Ethics produced by our National governing charity –Neighbourhood Watch Network (NWN)

This code aims to:

- Protect the reputation of NW and its members.
- To encourage members to take responsibility for what they say and write and exercise good judgement and common sense.
- Give clear guidance on what members of NW can say about the NW organisation and our strategic partners
- Help members draw a line between their private lives and their volunteering when it comes to communicating with other NW members and the public
- Protect the NW organisation against liability for the actions of their members.
- Be clear about how inappropriate communications will be addressed.

Scope of this code applies to:

All members of NW in Hampshire and Isle of Wight operating within the boundaries of Hampshire Constabulary.

Any spoken or written, public or private communication from (or implied to be from) a representative of NW

Written communication includes - but is not limited to:

- Posters, brochures and flyers
- E-mails, Alerts, websites and blogs.
- All forms of social networking (e.g. Facebook, twitter, LinkedIn etc)

Guiding principles:

Any communication from NW members should not breach other NW policies and guidelines especially those that refer to social inclusion, equal opportunities and privacy such as NHN Code of Ethics

1. Members should act respectfully, lawfully and with integrity at all times when representing NW
2. Members should not make disparaging or defamatory comments about:
 - The NW organisation,
 - The Police and other affiliated stakeholders in the community
 - Other NW members or members of the public
3. Members should not communicate to other members or the general public on behalf of NW, any information that:
 - Is a politically biased comment of any kind (endorsement, debate or electioneering)
 - Discriminates against any person's race, gender, religion, disability or sexual orientation
 - Promotes vigilantism or similar activities
 - Discloses any confidential or sensitive information relating to Hampshire Police, NW or its representatives
 - Makes defamatory or libellous comments, is abusive and/or harasses or threatens others or contains obscene or offensive language
 - Infringes the intellectual property rights or copyright of others
 - Promotes commercial interests unrelated to NW or is in direct conflict with existing NW supporters, sponsors and sanctioned activities.
4. Communication about criminal activity
 - When passing on information about criminal activity, never give personal details of victims or witnesses or the address of the scene of crime
 - Only share specific details such as descriptions of suspects, vehicle registration or other information about a crime if this has been given to you by the police with agreement it can be made public.

This will ensure we don't publicise anything that will compromise a police investigation

5. Social media

Only the member appointed by the local NW group should set up social media accounts in the name of NW and/or that group.

Remember our role as ambassadors for NW - social media is never private.

The appointed member is responsible for the security settings of any social media sites used and should ensure they are set to the appropriate level to manage who can see the information

The appointed member is responsible for the use of any images, ensuring that they can be reproduced without infringing copyright

HINWA have published a guide to best practice for using social media. This is available at www.hinwa-nw.org.uk

Breaches of this code:

Allegations of a breach of this code will be investigated by NW Area Coordinators, officers of local NW Associations, officers of HINWA or the National body (NHN) as appropriate.

If an investigation concludes a breach has occurred then advice or guidance may be given or sanctions may be applied. Sanctions could be withdrawal of recognition as a NW member.