SBBS Code of Conduct (Members)

Effective date: 06/01/2026
Applies to: All categories of SBBS membership, including full members, associate members, students/trainees, volunteers, committee members, and event participants.

1) Purpose and Scope

SBBS exists to support, empower, and promote British Bangladeshi solicitors and the broader legal community. This Code sets clear expectations for professional, respectful, and lawful conduct in all SBBS contexts—online and offline—so that our community remains safe, inclusive, and credible.

This Code applies when:

- Representing SBBS or acting in an SBBS capacity (e.g., events, forums, mentoring, committees).
- Using SBBS channels (website, social media, mailing lists, WhatsApp/Slack groups).
- Referencing or using the SBBS name, brand, or logo.

Members must also comply with all applicable laws and regulatory obligations (including **SRA Principles and Codes** where relevant), the SBBS **Terms & Conditions**, and **Privacy Policy**.

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2) Core Values

- **Integrity:** Be honest, fair, and transparent.
- **Respect:** Treat all people with dignity; avoid harassment, bullying, or discriminatory conduct.
- **Inclusion & Equity:** Support equal opportunity and inclusive participation.
- **Professionalism:** Uphold the reputation of SBBS and the legal profession.
- **Accountability:** Take responsibility for actions and decisions, and cooperate with SBBS processes.

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3) Professional Standards (Legal & Regulatory)

Members who are regulated legal professionals must comply with their professional obligations at all times (e.g., SRA Principles and Codes for solicitors in England & Wales). All members—regulated or not—must:

- Avoid conduct that could bring SBBS or the legal profession into disrepute.

- Avoid misleading or inaccurate statements about qualifications, experience, or SBBS affiliation.
- Maintain proper **conflict-of-interest** awareness (see Section 6).

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4) Equality, Diversity & Inclusion (EDI)

SBBS is committed to zero tolerance for discrimination, harassment, or victimisation on any protected or personal characteristic (including race, ethnicity, religion or belief, sex, gender identity, sexual orientation, disability, age, pregnancy or maternity, marriage or civil partnership). Members must:

- Use respectful language and behaviour.
- Foster inclusive participation at events, in mentoring, and on digital platforms.
- Refrain from microaggressions, stereotyping, and exclusionary behaviour.
- Follow reasonable adjustments and accessibility practices at SBBS events.

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5) Anti-Harassment & Anti-Bullying

Harassment and bullying—whether verbal, physical, visual, or online—are prohibited. Examples include: unwanted advances, intimidation, offensive jokes or comments, deliberate intimidation, stalking, or sustained disruption.
Consent and boundaries must be respected in all interactions.
Report issues promptly (see Section 13).

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6) Conflicts of Interest

Members must identify, disclose, and appropriately manage conflicts of interest involving SBBS activities. This includes:

- Personal, financial, or professional interests that could improperly influence SBBS decisions or activities.
- Committee members must declare conflicts at meetings and may be recused from related decisions.
- Members must not use SBBS roles or information for improper advantage.

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7) Confidentiality & Data Protection (UK GDPR)

- Respect the confidentiality of SBBS information, member data, and any privileged or sensitive information shared through SBBS activities.
- Use personal data only for legitimate SBBS purposes and in accordance with SBBS's **Privacy Policy** and UK GDPR.
- Do not copy, share, or export member data (e.g., membership lists, email addresses) for non-SBBS purposes.

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8) Communications, Media & Social Media

- Be accurate, respectful, and constructive in communications.
- Do not make statements on behalf of SBBS unless authorised.
- Clearly distinguish personal views from SBBS positions (e.g., use disclaimers).
- Do not post or share content that is defamatory, discriminatory, harassing, hateful, or misleading.
- Respect intellectual property and confidentiality.

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9) Events & Networking Etiquette

- Follow event instructions, venue policies, and health & safety guidance.
- Respect speakers, organisers, and participants; allow others to contribute without disruption.
- Alcohol consumption (if any) must be moderate and responsible; illegal drugs are prohibited.
- Obtain consent before photographing or recording individuals; comply with any SBBS photography policy.
- Honour registration commitments (attendance, cancellations) and behave professionally at all times.

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10) Mentoring, Volunteering & Sponsorship

- Operate fairly and transparently; avoid conflicts and favouritism.
- Do not solicit or accept improper benefits in connection with SBBS roles.
- Keep mentoring discussions respectful, supportive, and appropriately confidential.
- Sponsorship and fundraising must follow SBBS policies and finance controls.

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11) Gifts, Hospitality & Benefits

- Do not offer or accept gifts or hospitality that could improperly influence decisions or create an appearance of impropriety.
- Declare any gift or hospitality above [insert threshold] to the SBBS Secretary/Treasurer within [X] days.
- Bribery and facilitation payments are prohibited.

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12) Use of SBBS Name, Brand & Resources

- Use the SBBS name, logo, and assets only with permission and in accordance with brand guidelines.
- SBBS resources (including mailing lists and venues) must be used solely for authorised SBBS purposes.
- Do not imply SBBS endorsement of products, services, or candidates without written approval.

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13) Reporting Concerns (Whistleblowing & Complaints)

SBBS encourages prompt reporting of suspected breaches, safeguarding concerns, harassment, discrimination, bullying, financial impropriety, or other misconduct.

- **How to report:** Email **[Insert Designated Email: e.g., conduct@sbbs.org.uk]** or use the confidential reporting form (if available).
- **What to include:** What happened, when/where, who was involved, any evidence, and your contact details (you may request anonymity where lawful and practical).
- **Non-retaliation:** SBBS prohibits retaliation against anyone who, in good faith, raises a concern or participates in an investigation.

If a matter potentially breaches professional regulation (e.g., SRA), SBBS may advise complainants to use the appropriate regulator's channels in addition to SBBS's internal process.

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14) Investigations & Disciplinary Action

SBBS will assess reports fairly, proportionately, and without undue delay. Outcomes may include (individually or cumulatively):

- Advisory note, training, or mediation
- Written warning

- Suspension of membership/privileges
- Removal from committees or roles
- Termination of membership
- Referral to relevant authorities or regulators (where applicable)

Investigations will respect confidentiality to the extent possible and ensure a fair opportunity for the member to respond.

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15) Appeals

A member subject to disciplinary action may submit a written appeal to **president@sbbs.uk** within **28 days** of the decision, stating grounds for appeal (e.g., procedural error, new evidence, disproportionality). Appeals will be reviewed by individuals not involved in the original decision where practicable.

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16) Records, Transparency & Learning

SBBS will keep appropriate, secure records of complaints, investigations, and outcomes and may publish anonymised statistics to promote transparency and continuous improvement.

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17) Safeguarding

Where SBBS activities involve children, young people, or adults at risk, members must follow SBBS safeguarding procedures and applicable law. Any immediate risk should be escalated to emergency services and the designated SBBS safeguarding lead.

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18) Compliance with Law and Policies

Members must comply with all applicable laws and SBBS policies, including (where relevant):

- **Terms & Conditions**, **Privacy Policy**, and **Cookie Policy**
- **Expenses/Finance Policies**, **Events Policies**, **Brand/Communications Guidance**
- **Constitution/Bylaws** and committee standing orders

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19) Breach of this Code

A breach of this Code may result in disciplinary action (see Sections 14–15). Serious or repeated breaches may lead to suspension or termination of membership and, where appropriate, referral to external authorities/regulators.

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20) Acknowledgement

By joining or renewing membership, participating in SBBS events, or using SBBS platforms, you acknowledge that you have read, understood, and agree to comply with this Code of Conduct.