

# Guidance on Expectations of Cigre UK Members

## Document history and status

Revision	Date	Description	By	Reviewed	Approved
0	02/11/2021	First Issue	Jonathan Chapman	John Finn	

## Expectations of our Members

### Overview

Cigre UK is committed to an open and welcoming environment for all our activities and interactions between members. All of our members and officers are responsible for ensuring we meet these expectations. We wish to foster a culture of engagement where contributions are welcome from all. It is essential our members feel they can openly contribute to the professional dialogue and sharing of knowledge between professionals.

### Aim

The aim of this policy is to set out the minimum expectations so that members know what to expect when they engage in Cigre UK activities. It is incumbent upon our members and officers to identify where the organisation is falling short and actively address this so that our members are confident that where issues are identified they are acted upon promptly and fairly.

### Minimum Expectations during Cigre UK activities

1. To consider the safety of our members in the way we conduct our activities
2. Treat everyone with respect and courtesy.
3. Clearly set out the way a committee or group works and how people can contribute.
4. Always welcome new members to a meeting and introduce them to the other members.
5. Listen to and encourage opinions and viewpoints from all attendees.
6. Not speak over people or dominate a conversation with strident views.
7. Encourage contributions from those less able or willing to have their voice heard.
8. Use people's designated names when addressing them.
9. Encourage and support members to contribute and develop their ideas, accepting that we have people at all stages of their professional development with different native language skills and different levels of technical understanding.
10. If subjected to or a witness to discrimination, bullying or harassment, to report it promptly.

### Actions in the event these expectations are not being met

If members feel our minimum expectations are not being met, then they are encouraged to inform leaders of the meetings / committees or events in the first instance to identify points of concern. Members are encouraged to address any concerns they may have with members of the CIGRE UK Executive Committee and are referred to the CIGRE UK Speak Up Policy accordingly.

### Review

This document is the responsibility of the Cigre UK Executive Committee. As such, it will be reviewed regularly, at least annually, in accordance with the needs of Cigre UK membership and recorded within the minutes of Executive Committee Meetings.