



Boughton-under-Blean Village Hall Management Committee

Communication Policy

Adopted: June 5th 2019

Reviewed: March 2022

Next Review: March 2023

Meetings

- ❖ All comments must be addressed through the Chair
- ❖ All comments must be applicable to the agenda
- ❖ Separate conversations are not permitted

E-Mails

- E-mails should not be “round robin” to avoid filling in boxes with unwanted information
- E-mails should be addressed to the Chair
- The Chair will send out relevant information

General

- ❖ Courtesy and respect should be demonstrated at all times
- ❖ Differences of a personal nature should remain private
- ❖ Discussion should be constructive and relevant
- ❖ Gossip and backbiting must be avoided
- ❖ Communicate directly with someone if you have a difference of opinion
- ❖ Do not include others in your differences
- ❖ Criticism must be constructive, not destructive which should never be practiced
- ❖ Criticism must be delivered with respect and tact
- ❖ Shouting, swearing, vulgarities, cutting remarks or asides must not be tolerated
- ❖ Inappropriate remarks will not be tolerated in terms of:-
 - Race
 - Ethnicity
 - Age
 - Sexuality
 - Gender
 - Health
 - Disability

- ❖ Inappropriate remarks will not be tolerated e.g.
 - o Jokes at someone's expense
 - o Designed to cause embarrassment
 - o Designed to cause distress
 - o Implying inferiority