**Cornwall Writers Short Story Project Code of Conduct Policy**

**Policy review and management** This policy is reviewed by the Cornwall Writers Committee, whenever necessary, and any changes to the policy will be at the sole discretion of this group and primarily Tracey Dockree ( Group Leader /Founder)

**Aims of the project**

1-To support each other respectfully within our collective roles as partnership book writers.

2-To respect the copyrights of all writers involved in this project

3-To contribute to the monthly activities of the groups either in person , via e-mail or another form of communication.

**Purpose**

To set out the relevant standards expected of and by Tracey Dockree and the Cornwall Writers Committee in order to maintain the highest standards of conduct and integrity; to ensure that the organisation is effective, open and accountable; and to ensure good working relationships throughout the duration of this project right through to publishing and completion of our project book.

**Obligations**

You are required to act with integrity, honesty, impartiality and objectivity.

If you do not comply with this code of conduct, we may terminate your membership of this group.

To abide by English Law copyright act.

You are required to read (and if necessary seek clarification) and understand this code and then sign a declaration to that effect. You should tell the Group Leader or member of the `Cornwall Writers Committee` about anyone else breaking the code and/or breaking the law.

Your conduct at board and other meetings must meet a high standard of integrity, commitment and courtesy.

**Confidentiality**

Data protection and disclosure of information:

You must keep all personal data and written work confidential, whether computerised or manually held, and comply with the law and Cornwall Writers agreements.

**Copyright – What is it?**

Copyright law is “…..the exclusive right to do, and to authorise others to do, in the United Kingdom, certain acts in relation to literary, dramatic and musical works, artistic works, sound recordings, films, broadcasts and published editions of works. The acts concerned vary according to the subject matter; in general, the existence of copyright protects the maker of a work from the appropriation of his labours by another. For this reason it is said to be a negative right…”

It is the case that all types of works and performances are potentially protected but, in order to be protected by copyright they must qualify as material that may be protected by copyright.

The most updated legislation regarding copyright in the UK is contained in the The Copyright, Designs and Patents Act 1988 and the Copyright and Related Rights Regulations 2003, and this legislation reflects changes that have been made as a result of EU Directives and various international agreements, such as the TRIPS agreement.

**Property Rights**

Property rights may generally be considered to derive from some connection between the owner of the property and the user of the property. There is no such connection discernible where the user of the property does so through reliance upon an exception to the rules of copyright infringement. Obviously there may still be utility in allowing users the freedom to do this, and there may be an argument that there is a public interest in allowing such access e.g. as is the justification for allowing more flexible access to copyrighted material by disabled users and educational institutions.

**Behaviour**

`Cornwall Writers` are a group of writers who come together to exchange feedback on work they hope to publish. This is done in an informal and lively manner, and this code of conduct is here to help people present their work and to give and receive feedback in a sensitive and helpful way.

**Outcomes of the group**

We will collectively discuss and agree on the themes and genres. However, while there are no rules regarding the type, style or content of reading samples, the range of skills and experience of group members means we can’t always offer appropriate critique on writing such as life writing, travel, poetry, and so on.. If you are unsure, please ask in advance if the group can offer relevant feedback.

Reading samples will tend to be no more than 1,000 words in length, unless previously agreed otherwise, to allow time for each group member to read out their piece and receive feedback during the meeting. Feedback should be given in the method agreed by Tracey Dockree

**Do`s and don'ts**

We have to feel comfortable sharing our writing, so it’s important to be able to trust each other. This means following a few guidelines that promote mutual respect for ourselves and our writing. The following are a few points to bear in mind before and during a meeting.

* **Respect** While people are reading, please avoid interrupting or otherwise distracting people. If you need another drink, for instance, please wait until the reader has finished.
* **Confidentiality** Anything read out during a meeting must be kept within the group. An author’s writing is their intellectual property and should not be shared outside the group without their explicit permission.
* **Sensitive Topics** If your piece includes references to sensitive topics or violence or hatred on the basis of self harm sexuality, mental health, race, ethnic origin, religion, disability, gender, age or sexual orientation, consult with the group organiser before reading it out. Such material may need to have a trigger warning before the group hears it.

If you feel that someone has breached the code of conduct, and don’t feel you can bring the matter to their attention directly, you can consult with the group organiser.  If the breach is serious enough, the person in question will be given a warning by e-mail. They will have a right of response. If this behaviour was serious enough to warrant it, or the warning is not heeded, then they will be asked not to attend future meetings.

**Cornwall Writers Short Story Project Code of Conduct Declaration**

I confirm that I have read and understand this code of conduct and that I will abide by it

Name……………………………………………………………………. Date…………………………………..

Signature……………………………………………………………….