

Code of Conduct for NALA Members

As a Member of NALA, I agree to:

Support and advance NALA's work

I will act to the best of my ability to support and advance NALA's work to promote literacy, numeracy, and digital skills for adults as a human right.

I will give my views on NALA's work, where possible, by participating in surveys, workshops and other events that help to inform and shape NALA's policies and practices.

Vote at NALA's General Meetings

I will take part and vote in, where possible, NALA's:

- annual general meetings
- other General Meetings, including Extraordinary General Meetings.

Uphold NALA's values

I uphold the values of NALA (see below) while at our events, either in person or online. I will do this by:

- being considerate and respectful
- following all rules, policies or directions relating to the facility or venue at which any NALA event is being held; and
- alerting a member of NALA staff if I see or hear any behaviour that violates this Code of Conduct;
- not lobbying or promoting any commercial business while at NALA events.

Be listed on NALA's Register of Members

Name and address listed

I have my name and address included in NALA's Register of Members – a list of Members.

Register may be seen by others

By law, I know I (along with other Members of NALA and members of the public) have the right to view the Register if I wish. (This right is set out under Section 216 of the Companies Act 2014).

Other information may be collected

NALA may also collect additional contact information from me; however, this will not be shared with other Members of NALA or members of the public without my permission.

Appeal if removed from the Register

I know that NALA's Board can remove me from the Register of Members if:

- my actions or those of the organisation I represent conflict with NALA's work and its values (see below)
- I do not follow this Code of Conduct.

If I am removed, a member of NALA's staff will notify me and tell me about my right to appeal the decision to remove me from the Register of Members and how to do this.

Pay up to a euro if NALA is wound up

I will contribute up to €1.00 to NALA to meet any costs if it is wound up. This requirement is set out in NALA's Constitution. I know I will be charged this amount if I have paid to be a Member or not.

Signed:

Date:

NALA's Values

NALA:

- ensures **literacy is a human right**
- treats people with **respect**
- ensures **equality and fairness** in its activities
- works with others to create or achieve something (**collaboration**)
- is an organisation you can **trust**
- ensures diverse voices and perspectives are heard (**inclusion**)
- is open in its actions and decisions (**transparency**)
- embraces new ideas and ways to do things (**innovation**)
- provides **quality** and **best practice** in its work