

# Landscape Institute Behavioural Framework

## The Landscape Institute

The LI is the professional membership body of landscape practitioners. It is also an educational charity that promotes the art and science of landscape practice. It works to encourage the highest possible standards in landscape education and practice and ensure the voice of landscape professionals is heard by national and devolved governments on relevant policy issues.

Since its foundation the Institute has achieved its impact through its members and employees working closely together as valued colleagues respecting each other's expertise and the contribution they make. For the Institute to continue to operate effectively, it is critical that everyone involved in the organisation treats all of those they work with in a collegiate and respectful manner.

## Document Purpose

This document sets out the Institute's expectations regarding the type of behaviours that are necessary for a successful working relationship to exist between Institute members and employees. It also sets out the types of behaviours that are unlawful and those that are unacceptable.

The Institute offices are a professional business environment and all who share in the Institute's work (both as employees and as members) are entitled to be treated with the type of professional respect commonly found in a business environment and the Institute is also mindful of its obligations as an employer. To this end we are committed to ensuring that neither Institute members nor employees are subjected to behaviour which may be considered either out of place in a professional environment or unlawful, and we want anyone who genuinely feels they have been subjected to inappropriate behaviour to feel empowered to speak out by using the appropriate Institute policies and procedures, as set out at the end of this document.

## Scope

This guidance and framework applies to all our people including but not limited to trustees, Advisory Council, Committee and Working Group members, volunteers, members in all their various contacts with the Institute, staff independent contractors, consultants and agency workers.

The behaviours in the document equally apply to working relationships solely involving Institute members, and solely involving employees. It also applies to all lay members of committees.

## Model Behaviour

The Landscape Institute is a charity and the self-regulating professional chartered body for the landscape profession. We expect all our people to behave in a professional and ethically responsible way based on our core values:

- caring and nurturing
- creative and passionate
- socially and environmentally aware

Approved by the Board March 2023

## Examples of good behaviour include:

- Acting in the best interests of the Landscape Institute
- Setting a good example
- Trying our best at all times
- Taking responsibility and be ready to learn
- Being courteous and respectful to everyone at all times/show care/be inclusive
- Recognising another person's personal space
- Showing appreciation
- Offering help and encouragement
- Respecting each individual's expertise, role, responsibilities and constraints
- Listening carefully to all views and trying to understand and work together to solve problems
- Appropriate use of media and social media

## Unlawful Behaviours

**Unlawful Behaviours include forms of discrimination and harassment associated with protected characteristics, physical violence, defamation and some types of threatening behaviour.**

Some examples of potentially unlawful behaviours are:

- Harassment and perceived harassment based on personal characteristics
- Indecent Remarks
- Touching without permission
- Comments about personal appearance
- Spreading malicious rumours about someone's sexuality
- Treating someone unfairly because of their sex or marital status
- Emails or any form of written communication that which could amount to sexual or racial harassment, or harassment on the grounds of protected characteristics.

It is important to emphasise that although those exhibiting a particular behaviour may intend it to be friendly it is the way that behaviour is perceived by the recipient which normally determines whether it is appropriate.

## Unacceptable Behaviours

**Unacceptable Behaviours include bullying, blaming, unreasonably persistent behaviour, threatening, being patronising and condescending, inappropriate use of media and social media, vexatious complaints and behaviour.**

Examples are set out in the acceptable behaviour policy under three headings:

### 1. Verbal and written harassment

- Threats/verbal abuse of any kind/rudeness
- Derogatory or abusive/obscene or insulting personal comments made including on-line or in the media.
- Offensive banter, insults, taunts, and insinuations /Making inflammatory statements e.g. 'You are incompetent and should be sacked'

- Recording of calls
  - Meeting without the knowledge of staff/other members of the board/committee
  - Emails or any form of written communication that is aggressive and/or rude or simply unreasonably repeated or unwanted requests.
  - Emails that are critical about someone that are copied into others who do not need to know
  - Harassing, abusing or threatening LI staff/members on their personal social networks
- 2. Unacceptable Innuendos**
- Distasteful jokes or ridicule and making someone the butt of jokes
  - Asking intimate questions about someone's personal life
  - Gossip, speculation, or malicious rumours
  - Transmission or display of pornographic or sexually suggestive pictures, graffiti, pin ups, screensavers
  - Suggesting sexual favours that may further an employee's career or that refusal may hinder it
- 3. Other personal harassment**
- Assumptions based on stereotyping
  - Asking intimate questions
  - Unreasonable refusal to make adjustments to the working environment and working conditions

## The Behavioural Framework in practice

**Appendix I sets out examples of what is considered model behaviour and what may be considered unlawful or unacceptable.**

### How to raise a concern

There are various ways an individual can raise their concerns about the behaviour of a member, volunteer or employee.

#### In the first instance

In the case of employees this could be a line manager, another SLT member or the CEO. When this is not appropriate the employee may prefer to contact the Honorary Secretary for guidance on the most appropriate route in your particular case.

In the case of members this could be the Committee Chair in the case of a volunteer, the Chief Executive or the Honorary Secretary for guidance as to the most appropriate route in your particular case.

### Sanctions

Failure to adhere to the behaviours stated in this framework may result in sanctions in line with the Institute's HR policies and the Institute's Bylaws, Regulations and Members Code of Practice up to and including dismissal and removal from membership.