



# Allotment holder code of conduct

## Introduction:

Thank you for hiring an allotment at the Oranjezicht City Farm! As an allotment holder, you are an important member of the Oranjezicht City Farm (OZCF) and play a huge part in making the Farm such a special place.

The Oranjezicht City Farm is a project of the non-profit SA Urban Food & Farming Trust (SAUFFT), and is the parent legal entity. For a better understanding of what you can expect as an allotment holder and what is expected of you by OZCF, we ask you to read the following Allotment Holder Code of Conduct. By paying for your allotment, you are agreeing to abide by this agreement.

The principle aims of OZCF are:

- To farm land on the basis of organic and permaculture principles in a way that promotes sustainable development, community participation, volunteering opportunities, education and the principles of the OZCF;
- To provide a place where people from the local community and beyond can meet, collaborate and participate in events that are consistent with the main purpose and principles of the OZCF;
- To promote and conduct educational and training programmes relating to environmental awareness, greening and sustainable development, including educational programmes for children;
- To protect and maintain the Oranjezicht City Farm site as site of cultural and historical interest and significance;
- To develop practical ways for local people to work together to create communities that are cohesive, safe, socially just and ecologically sustainable; and
- To promote the values of social cohesion, self-help, self-reliance, social and ecological responsibility, and democracy.

Allotment holders are expected at all times to support these aims through their words, actions and attitudes, and to have fun, make friends and learn a lot along the way.

Purpose of this code of conduct:

- To contribute towards a healthy environment and atmosphere in which to garden.
- To ensure that all allotment holders know what behaviour they have a right to expect from other stakeholders of OZCF.
- To ensure that all allotment holders know what behaviour is expected of them while hiring space at OZCF.

SAUFFT reserves the right to change this Code at any time and to expect allotment holders to adhere to the changed policy. An up-to-date version will be kept on the OZCF website.

# Oranjezicht City Farm Allotment Holder Code of Conduct

In general, as an allotment holder I agree to:

- Have fun, keep an open mind and ask questions when needed.
- Work cooperatively as a team with other allotment holders.
- Represent and conduct myself in an appropriate and ethical manner at all times when dealing with the public, employees of OZCF, other allotment holders, volunteers, and other stakeholders.
- Ensure I do not distract OZCF employees from their responsibilities for extended periods.
- Understand and help maintain OZCF rules and standards.
- Deal with any issues or grievances in a professional manner.
- Speak up and offer constructive criticism.
- Make friends and make a difference.

An allotment holder can expect to:

- Be recognised as a valued stakeholder in the community.
- Grow personally, learn and have fun.
- Enjoy beneficial experiences.
- Have social interaction with other stakeholders.
- Be treated fairly and with respect by all others.
- Be listened to and have their views taken into account.
- Work their allotment in a positive and friendly environment.
- Have a chance to make a real difference in our community and beyond.

The following specific aspects of conduct must be adhered to:

## I. Respect

While on the farm, allotment holders will:

- Treat other people fairly and equally

- Understand, respect and work at all times while on the farm without prejudice to race, age, ethnic origins, disability, gender, physical and mental health, religion, sexuality or cultural background.
- Allow others to express themselves and understand that all views are important and worthy of respect even if they are not the same as their own - as long as no offence is caused even if unintentionally.
- Withdraw or resign from their allotment in a considerate manner that minimises disruptions.

## II. Integrity

Allotment holders will:

- Not present themselves or allow themselves to be perceived as an official representative of OZCF or SAUFFT.

## III. Health and Safety

OZCF endeavours to provide safe and hygienic conditions on the farm. Allotment holders will:

- Be confident that they are adequately informed on all relevant health and safety matters pertaining to their working their allotment
- Raise without delay any concern about health or safety at OZCF with a manager or trustee
- Not act in a manner that endangers the health or safety of any person on the farm.

## IV. Use of Resources

For many tasks and functions OZCF provides resources for allotment holders to use. Allotment holders will:

- Use resources made available only for their intended purpose and not allow them to be used by other people, or for alternative purposes, or for their own or others' personal benefit.
- Only use resources they are suitably skilled and qualified to use.
- Return resources promptly on conclusion of the relevant activity or task
- Report promptly any damage or loss