

Code of Conduct

A Code of Conduct is a set of rules outlining the social norms, rules and responsibilities of, and or proper practices for, an individual, group or organisation. This Code of Conduct is a suitable template for use by:

- Board Members of Company Limited by Guarantee
- Executive Committee of an Unincorporated Entity
- Committee of a Group or Association

Organisational Values

- As a Board Member / an Executive Committee Member / a Committee Member of **XXXXXX (name of organisation)**, I promise to abide by the fundamental values that underpin the activities of our organisation.

Accountability

- Everything **XXXXXX** does will be able to stand the test of scrutiny by members of the public, the media, members, beneficiaries, stakeholders and the regulatory authorities.

Integrity and Honesty

- These will be the hallmarks of all conduct within **XXXXXX**, particularly when dealing with colleagues (board, committee members, staff) and external individuals and agencies.

Transparency

- **XXXXXX** will strive to promote an atmosphere of openness throughout the organisation to promote confidence to members of the public, staff, beneficiaries and regulators.

In addition to the above I agree to the following:

Law, Mission, Policies

In my role as a Board Member / an Executive Committee Member / a Committee Member of **XXXXXX**:

- I will not break the law or go against any regulation in force.
- I will support the organisation's mission and actively promote it.
- I will abide by organisational policy and procedure.

Conflicts of Interest

- I will always act in the best interests of the organisation.
- I will declare any conflict of interest or any such circumstance as may be viewed by others as conflicting as soon as it arises.
- I will submit to the judgement of the Board Members / the Executive Committee / the Committee and do as it requires regarding potential conflicts of interest.

Person to Person

- I will not act in disregard of organisational policies in my relationships with fellow Board Members / Executive Committee Members / Committee Members, staff, volunteers,



beneficiaries or anyone I meet in my role as Board Member / Executive Committee Member / Committee Member.

Protect the organisation's reputation

- I will not speak as a Board Member / an Executive Committee Member / a Committee Member to the media or any public forum without the prior knowledge and approval of the Chair of the Board or the CEO / Manager of the organisation.
- When I am asked to represent the organisation, any comments I make will reflect current policy even if I do not agree with them.
- When speaking as a private citizen, I will aim to uphold the reputation of the organisation and those who work and volunteer for it.
- I will respect organisational, Board / Executive Committee / Committee and individual confidentiality.
- I will take an active interest in the organisation's public image.

Personal Gain

- I will not personally gain from my role as a Board Member / an Executive Committee Member / a Committee Member nor will I permit others to do so because of my actions or negligence.
- I will document expenses and seek reimbursement according to agreed procedure.
- I will not accept gifts or hospitality without the consent of the Chair.
- I will use organisational resources responsibly, when authorised in accordance with procedure.
- At Board Member level / Executive Committee level, Committee level, I will embody the principles of good governance in all my actions and live up to the trust placed in me by **XXXXXX**.
- I will abide by the governance procedures and practice.
- I will strive to attend all Board / Executive Committee / Committee meetings.
- I will strive to absorb agenda items sent to me in good time and be prepared to contribute my opinions during meetings.
- I will honour the authority of the Chair.
- I will maintain a respectful attitude to the opinions of others.
- I will accept a majority vote.
- I will maintain confidentiality unless authorised to speak on matters outside Board Meetings / Executive Committee Meetings / Committee Meetings.

Enhancing Governance

- I will participate in appropriate induction, training, development and activities in support of my role as a Board Member / an Executive Committee Member / a Committee Member.
- I will support the CEO / Manager in his/her executive role and the Chair in their leadership role.

Leaving the Board / Executive Committee / Committee

- I understand that any substantial breach of this code may result in my removal from the Board / the Executive Committee / the Committee.

- Should I wish to resign, I will inform the Chair in writing stating my reasons for resigning from the board.

I have read, understand and accept the conditions of this Code of Conduct.

Board Member / Executive Committee / Committee Member Name (Block Capitals)

Signature:

Date:

