



Code of Conduct for Operation Florian Members

Policy and Standard Operating Procedure

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TABLE OF CONTENTS

Introduction.....3
Interpretation3
General Obligations3
Interests4
Disclosure and participation4
Pre-determination or bias.....4
APPENDIX A - THE SEVEN PRINCIPLES OF CHARITY LIFE5

Introduction

This code applies to you as a member of this Charity when you act in your role as a member and it is your responsibility to comply with the provisions of this Code.

You are a representative of this Charity and the public will view you as such therefore your actions impact on how the Charity is viewed and your actions can have both positive and negative impacts on the Charity.

This Code is based upon a modified version of the “Nolan Principals-the seven principles of public life” which are set out at Appendix A.

Interpretation

In this Code:

“Meeting” means any meeting of:

- (a) the Charity;
- (b) the Trustees of the Board;
- (c) any of the Charities or its trustees committees, sub-committees, joint committees or area committees; whether or not the press and public are excluded from the meeting in question by virtue of a resolution of members.

“Member” includes a co-opted member and an appointed member.

General Obligations

When acting in your role as a member of the Charity:

- **DO** treat others with respect;
- **DO NOT** conduct yourself in a manner which is contrary to the Charities duty to promote and maintain high standards of conduct of members;
- **DO NOT** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where-
 - you have the consent of a person authorised to give it;
 - you are required by law to do so;
 - the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - the disclosure is-
 - (a) reasonable and in the public interest; and
 - (b) made in good faith and in compliance with the reasonable requirements of the Charity; and
 - (c) you have consulted the Charity Board prior to its release
- **DO NOT** prevent another person from gaining access to information to which that person is entitled by law.

When using or authorising the use by others of the resources of the Charity-

- **DO** act in accordance with the Charities reasonable requirements including the requirements of the Charity policies; copies of which can be provided to you on request;

- **DO** make sure that such resources are not used improperly for political purposes (including party political purposes); and
- **DO** have regard to any applicable **Local Authority Code of Publicity** made under the **Local Government Act 1986**.

Interests

- As a charity member, your charity role may, at times, overlap with your personal and/or professional life and interests however when performing your charity role as a member, **DO** act solely in terms of the charity interest and **DO NOT** act in a manner to gain financial or other material benefits for yourself, your family, your friends, your employer or in relation to your business interests.
- You are required to register “pecuniary and other interests” (these will be laid out in Regulations subject to these not being sensitive). Failure to declare or register an interest will be against the charity interest, if this is done without a reasonable excuse. If you knowingly or recklessly provide false or misleading information about an interest this could result in withdrawal of your charity membership.
- There is a requirement for you to declare or register any gifts and hospitality with the Charities main Office.

Disclosure and participation

- At a meeting where such issues arise, **DO** declare any personal and/or professional interests relating to your Charity duties and **DO** take steps to resolve any conflicts arising in a way that protects the Charity interest.
- Certain types of decisions, including those relating to a permission, your employer or your business interests, are so closely tied to your personal and/or professional life that your ability to make a decision in an impartial manner in your role as a Charity member may be called into question and in turn raise issues about the validity of the decision of the Charity. **DO NOT** become involved in these decisions any more than a member of the public in the same personal and/or professional position as yourself is able to be and **DO NOT** vote in relation to such matters.
- **DO NOT** improperly use knowledge gained solely as a result of your role as a Charity member for the advancement of yourself, your friends, your family members, your employer or your business interests.

Pre-determination or bias

- Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life you should not be prohibited from participating in a decision in your political role as a charity member, however **DO NOT** place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- When making a decision, **DO** consider the matter with an open mind and on the facts before the meeting at which the decision is to be taken.

APPENDIX A - THE SEVEN PRINCIPLES OF CHARITY LIFE

SELFLESSNESS

Holders of Charitable membership should act solely in terms of the charity interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of charity membership should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their charitable duties.

OBJECTIVITY

In carrying out charity business, including being involved in appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of charity membership should make choices on merit.

ACCOUNTABILITY

Holders of charity membership are accountable for their decisions and actions to the charity and must submit themselves to whatever scrutiny is appropriate to their position.

OPENNESS

Holders of membership should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider charity interest clearly demands.

HONESTY

Holders of charity membership have a duty to declare any private interest relating to their charity duties and to take steps to resolve any conflicts arising in a way that protects the charity interest.

LEADERSHIP

Holders of charity membership should promote and support these principles by leadership and example.