



Sutton Poyntz Society

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Code of Conduct for Committee Officers and Members

This Code is loosely based upon a model Code of Conduct for Local Government Employees.

All members of the Committee must have regard to the ten general principles of public life i.e. selflessness, honesty/integrity, objectivity, accountability, openness, leadership, personal judgement, respect for others, duty to uphold the law and stewardship.

It is their responsibility to comply with this Code when:-

- (a) Conducting the business of the Society (including the business of the office to which they are elected or appointed); or
- (b) Acting, or giving the impression that they are acting as a representative of the Society.

1. Standards for behaviour

- 1.1 You must treat others with respect in compliance with the law on equality and diversity.
- 1.2 You must not bully or intimidate any person who is likely to be a complainant or witness.
- 1.3 You must not attempt to compromise the impartiality of others who have volunteered to serve in the Committee.
- 1.4 You must not disclose information which you know (or ought reasonably to know) is confidential without the consent of a person authorised to give it, or a legal requirement to do so, or a need arising from you seeking professional advice (where the adviser agrees not to disclose further), and without the disclosure being reasonable, in the public interest and in good faith. Likewise you should not prevent a person from gaining access to information to which they are entitled.
- 1.5 You must promote and support high standards of conduct and not act in a way which could reasonably be regarded as bringing the Society or Committee into disrepute.
- 1.6 You must act solely in the interest of the Sutton Poyntz Society. You must not, through your position, improperly confer (or attempt to) an advantage or disadvantage.
- 1.7 When you use, or authorise others to use the resources of the Society, you must ensure that the resources are not used improperly, including for the furtherance of personal aims
- 1.8 You should always act with good faith towards the Society's business and should promote their interests. You should not do anything adversely to affect the Society's reputation.
- 1.9 The National Code of Conduct for Elected Members contains advice which is also very relevant to members of the committee:

"It is not enough to avoid actual impropriety. You should at all times avoid any occasion for suspicion and any appearance of improper conduct."

This should be your guiding principle in your professional conduct, and in your application of the Code.