

Docklands Business Forum

Code of Conduct for Committee members

As a Director of Docklands Business Forum, I have a legal responsibility to act in the best interests of the organisation. Abiding by this Code of Conduct and the Governance Code for non-profit organisations describes how I will do that. If any of these commitments, cause me to come in conflict with my legal obligations then these latter will take precedence.

Code of Conduct for Committee members

Organisational Values

As a committee member of Docklands Business Forum I promise to abide by the fundamental values that underpin all the activities of our organisation.

Accountability

Everything Docklands Business Forum 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 Docklands Business Forum, particularly when dealing with colleagues (committee and staff) and external individuals and agencies.

Transparency

Docklands Business Forum will strive to promote an atmosphere of openness throughout the organisation in order to promote confidence to members of the public, staff, beneficiaries and regulators and also to promote strategic and operational effectiveness.

Governance Code

I will support Docklands Business Forum's adoption of, and compliance with, the Governance Code for Community and Voluntary organisations and its associated implementation actions.

In addition to the above I agree to the following:

Law, mission, policies

- In my role as committee member I will not break the law or act against any regulation in force.
- I will support the organisation's mission and actively promote it.
- I will abide by organisational policy and procedure.
- I will seek to maintain and promote integrity, good governance, effectiveness and efficiency for the delivery of the organisation's mission.

Conflicts of Interest

- I will always act in the best interests of the organisation.
- I will do my work in accordance with Docklands Business Forum's 'Conflict of Interest and Loyalty' policy and 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 judgment of the committee and do as it requires regarding potential conflicts of interest.

Person to Person

- I will act in regard of organisational policies in my relationships with fellow committee members, staff, volunteers, beneficiaries or anyone I come into contact with in my role as committee member.

Guardian of the organisation's reputation

- I will not speak as a committee member to the media or any public forum without the prior knowledge and approval of the Chair and CEO.
- I will not seek a meeting on behalf of the Docklands Business Forum without prior knowledge and approval of the Chair and CEO.
- 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, committee, and individual confidentiality.

- I will take an active interest in the organisation's public image.

Personal Gain

- I will not personally gain, at the expense of the Forum, from my role as a committee member nor will I permit others to do so as a result 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 and CEO.
- I will use organisational resources responsibly, when authorised in accordance with procedure.

At committee level

- I will embody the principles of good governance in all my actions and live up to the trust placed in me by Docklands Business Forum.
- I will abide by the committee governance procedures and practice.
- I will commit to attend all committee meetings, and in the event of unavoidable inability to attend, will observe the Committee Attendance Policy.
- I will strive to be familiar with all 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 and CEO.
- I will maintain a respectful attitude to the opinions of others.
- I understand that decisions will ideally be made by consensus, but may be by vote. I will consider any majority vote as a corporate decision, and will accept and support it.
- I will maintain confidentiality unless authorised to speak on matters outside committee meetings.

Enhancing governance

- I commit to supporting Docklands Business Forum's compliance with the Docklands Business Forum Governance Code.
- I will participate in appropriate induction, training and development committee activities.
- I will support the CEO in his/her executive role and the Chair in his/her leadership role.

Leaving the committee

- I understand that any substantial breach of this code may result in my removal from the committee¹.
- Should I wish to resign I will inform the Chair and CEO in writing, stating my reasons for resigning from the committee.
- I will participate in an exit interview if requested.

Signed: _____ Date: _____

Committee member of Docklands Business Forum

¹ The process for dealing with breaches of this Code of Conduct is that any such breaches will be reviewed by the Governance Subgroup for subsequent consideration and decision by the Committee.