

Code of Conduct for Committee Members

1. Code of Conduct

1.1. This Code of Conduct (the “Code”) sets out the standards of personal behaviour and conduct required from members of the Committee of the Lewisham Polish Centre (the Centre).

1.2. Every committee member, at their first committee meeting must, confirm having read this document and have it minuted that they understand fully their obligation to comply with this Code in its entirety. Candidates seeking election onto a committee will be asked to confirm that they have read and understood it, and, if elected, must also declare their acceptance and obligation to comply with this Code.

2. Commitment to The Centre

2.1. Each committee member will discharge his or her responsibilities in a way which seeks to ensure that the Centre operates in accordance with the values and principles that are set out in the Centre Constitution and published Policies and Procedures; it is therefore incumbent on each committee member to be aware of all Policies and any updates of same. Furthermore, a committee member will not engage in any activity or behaviour that brings the Centre into disrepute.

2.2. Committee members are appointed or elected by the members of the Centre to represent their collective interests. They should, therefore, consider whether there is sufficient evidence that the decisions they are making accord with the interests of the members or establish mechanisms for consultation to ascertain the collective views of members.

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3. Committee Members' Responsibilities

3.1. Being a committee member brings with it a commitment to carry out all necessary duties and responsibilities which must be performed by their respective committees. Each committee member will:

- a. Acknowledge and abide by their duties and responsibilities.
- b. Act in accordance with the Constitution of the Centre, Policies and procedures.
- c. Attend any committee which he or she is appointed, unless there is an unavoidable reason for non-attendance, in which case the committee member shall notify the committee secretary;
- d. Prepare properly for every meeting by reading in advance any documents sent out for the purpose of the meeting; and,
- e. Arrive on time for every meeting fully prepared and able to take an active role in discussions and decision making.

4. Standards of Behaviour

4.1. In addition to fulfilling their specific committee duties, committee members are expected to show high standards of behaviour in carrying out their responsibilities. This is necessary in order that the committees can function properly to ensure that it plays its part appropriately in the running of the Centre, and that the Centre's good name and reputation is maintained.

4.2. Committee members will observe the following general standards:

- a. In their dealings with each other, with the Centre Management and with its volunteers and members, committee members must treat people politely, fairly, and with dignity and respect.
- b. On public occasions and on all Centre's business, committee members must behave

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with integrity and in a way which is appropriate for a committee member of such an organisation. The committee member must not bring the Centre into disrepute or prejudice its general good standing in any way. It is expected that all committee members possess sufficient language skills to represent the Centre in front of the public.

c. Committee members should behave in a way that demonstrates their belief in the values and principles of the Centre and shall conduct themselves in a way that does not call these beliefs into question or prejudice the general good standing of the Centre in any way.

d. Committee members will treat meetings of the committee to which he or she is appointed, as formal occasions, and will:

- i. Accept the authority of the chair of any meeting, expressing all questions and points of view through the chair;
- ii. Listen to the views of the committee members with an open mind, seek advice or clarification where needed, express their own views, and come to their own decisions on individual matters in good faith in what they believe to be in the best interests of the Centre, taking into account relevant factors and ignoring irrelevant factors;
- iii. Accept every decision made by the committee in accordance with the Centre Constitution and published Policy and Procedures, even if he or she disagrees with it, and voted against it if a vote was taken;
- iv. Not resort to behaviour that could be considered aggressive, or intimidating, e.g. swearing, name calling, shouting, finger pointing;
- v. Keep to the agenda, raise other issues under “any other business” according to agreed procedures, and not engage in discussions during the meeting which are misleading or not relevant to the issues of the meeting; and,
- vi. If attending remotely, show continuous engagement and keep the camera on

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vii. Ensure that they do not attend any meetings under the influence of alcohol, or illegal or recreational drugs.

5. Confidentiality

5.1. Committee members will treat all information which they receive in their capacity as committee members, and all discussions at committee meetings, as confidential.

5.2. Committee members will observe the following obligations of confidentiality:

- a. They will not disclose any information outside committee meetings unless it is already in the public domain, or they are specifically authorised by the committee to do so. This includes information about the Centre's business, the deliberations of the committee in reaching decisions, and the way individual committee members voted on issues;
- b. They will not use any information for personal advantage;
- c. They will not make unauthorised copies of any documents; and,
- d. They will take proper care of any documents they receive as committee members, and store and dispose of them securely.

6. Conflicts of Interest

6.1. Committee members must avoid any situation which may lead to a potential conflict of interest.

6.2. Committee members must disclose to the committee, any situation which they believe may potentially give rise to a conflict of interest.

6.3. Where such an interest is notified, the committee shall decide whether the committee member needs to take any action to manage this and, if so, what this must be. Examples of such action include not attending committee meetings where an issue relating to the conflict is

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being discussed or not voting on such issue. The committee may determine any other action it believes is necessary to manage the conflict.

7. Serving on the Committee of Another Organisation

7.1. Committee members who serve on the committee of any other organisation must treat their roles as committee member of The Centre and committee member of any such organisation as separate.

7.2. This means that:

- a. They must maintain confidentiality in relation to information they receive in one capacity, and not disclose any such information in the other capacity unless they are expressly authorised to do so; and,
- b. When making decisions as a committee member of the Centre, they must make such decisions in what they consider to be in the best interests of the Centre, and when making decisions as a committee member of another organisation, make them in what they consider to be in the best interest of that organisation.

8. Breach of this Code

8.1 All committee members accept that they must comply with this Code if the committee is to function and carry out its role properly and efficiently. Where any member alleges that a committee member is in breach of this Code, the procedures contained within the Centre Disciplinary Code will be followed.