

CODE OF CONDUCT

This Code of Conduct set out standards of behaviour and conduct expected from all Members of IDCS. This Code also provides direction on several issues we may encounter in our activities. It is intended to offer guidance on how we should take the right decisions and actions to protect our charity and our funds.

Code of Conduct for Members of the IDCS

- **Communication:** -We expect all Members to act and behave in a way which protects and promotes the purpose of the charity. Members must always communicate in a clear, respectful, and professional manner. Disparaging, damaging or offensive remarks/ language is strictly prohibited, whether this be verbal, written, via the internet or on social media.
- **Contact with Committee Members (the Committee):** -Members are requested not to use personal contact details of the Committee unless expressly given permission to do so. -All official communications should be directed to the Committee's official contact channels: theidcs2023@gmail.com / ipswichdeafchildren@outlook.com

Respect for Committee Decisions

- Members must respect the decisions and directions of the Committee.
- Any concerns or disagreements should be communicated in a constructive and non-confrontational manner.

Event Attendance

- If a member has registered for an Event but cannot attend:

They must provide notice to the relevant Committee contact at least 48 hours in advance of the Event.

Failure to attend an Event without prior notice may result in a charge being levied to cover costs and administrative efforts.

Data Privacy and Protection

- Members must keep confidential information protected and secure.
- Members must not share or disclose any personal or sensitive information about other Members, the Committee, or the charity without explicit permission. Permission can be sought by contacting theidcs2023@gmail.com / ipswichdeafchildren@outlook.com

Code of Conduct for Committee Members of IDCS

Professionalism

- The Committee members are representatives of the charity and must always uphold the highest standards of professionalism.

Communication

- Committee members must ensure that they communicate clearly, promptly, respectfully, and professionally with its members and other stakeholders.
- It is the responsibility of the Committee to ensure that Members are informed about events, changes, and other relevant updates in a timely manner.
- We expect Committee members to act and behave in a way which protects and promotes the purpose of the charity.

Personal Contact Details

- Committee members should avoid sharing their personal contact details unless deemed necessary.
- When necessary, the sharing of such details should be done with discretion and the understanding that it is for a specific, time-limited purpose.

Treatment of Members

- Committee members must treat all Members with respect and fairness, avoiding any form of discrimination or bias.
- Concerns or complaints raised by Members should be addressed in a timely and transparent manner.

Data Privacy and Protection

- Members must keep confidential information protected and secure.
- Members must not share or disclose any personal or sensitive information about other Members or the charity without explicit permission. Permission can be sought by contacting theidcs2023@gmail.com / ipswichdeafchildren@outlook.com

Decision making and Accountability

- Decisions made by the Committee should always be in the best interest of the charity and its members. The Committee is accountable for their actions and decisions and should be prepared to justify them when necessary.

Conflict of Interest

- The Committee members must disclose any potential conflicts of interest at the commencement of each Committee meeting and, where appropriate, absent themselves from relevant discussions or decision-making.