



CODE OF CONDUCT POLICY

Charity Registration No. SCO50942
www.melvichcommunityscio.org

INTRODUCTION

This policy should be read in conjunction with our Conflict-of-Interest Policy for additional clarification.

Our Code of Conduct is largely based on the Code of Conduct for Local Authority Councillors and relevant public bodies, as provided for in The Ethical Standards in Public Life etc. (Scotland) Act 2000. However, charity trustees are also required to ensure they comply with sections 82 and 83 of our Constitution, which states:

- 82 Each of the charity trustees shall comply with the code of conduct (incorporating detailed rules on conflict of interest) prescribed by the board from time to time.
- 83 The code of conduct referred to in clause 82 shall be supplemental to the provisions relating to the conduct of charity trustees contained in this constitution and the duties imposed on charity trustees under the Charities and Trustee Investment (Scotland) Act 2005; and all relevant provisions of this constitution shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time

As representatives of our community, whether a member or a charity trustee, we have a responsibility to make sure that we are familiar with, and that their actions comply with, the principles set out below.

These principles are as follows:

SERVICE TO THE COMMUNITY

We all have a duty to act in the interests of the charity and community we serve and/or live in.

We all have a duty to establish and reflect, through the charity, the views of the community, on any issue, irrespective of our own opinion.

Charity Trustees should ensure that they are (within reason) accessible to your members and residents.

Various mechanisms to allow the general community to express their views on charity activities, i.e., membership applications; suggestion boxes, community surveys, opinion polls, should be made available to ensure good community engagement.

SELFLESSNESS

Charity Trustees have a duty to take decisions solely in terms of the interest of the community that you represent. You must not use your position as a charity trustee to gain financial, material, political or other personal benefit for yourself, family, or friends.

INTEGRITY

Charity Trustees must not place themselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you when making decisions related to the charity.

You should not accept gifts or hospitality that may be seen to influence or be intended to influence your opinion or judgement. The offer and/or receipt of any gifts, regardless of form, should always be reported to the Board and noted by the Secretary.

OBJECTIVITY

We must all endeavour to represent the overall views of your community, taking account of information which is provided to you or is publicly available, assessing its merit and gathering information as appropriate, whilst laying aside personal opinions or preferences.

You may be appointed or nominated by the charity to serve as a member of another representative body. You should ensure that this Code of Conduct is observed when carrying out the duties of the other body on behalf of the charity.

You are free to have political and/or religious affiliations; however, you must ensure that you represent the interests of the community and not the interests of a particular political party or other group.

ACCOUNTABILITY AND STEWARDSHIP

You are accountable for the decisions and actions that you take.

Members will individually and collectively ensure that the business of the charity is conducted according to the Constitution.

The Board will individually and collectively ensure that annual accounts are produced showing the financial undertakings of the charity.

Minutes of Meetings recording all actions and decisions made should be produced and circulated, to all appropriate members of the charity, as soon as possible after each meeting.

OPENNESS

We all have a duty to be open about your decisions, actions, and representations, giving reasons for these where appropriate. You should be able to justify your decisions and be confident that you have not been unduly influenced by the views and/or opinions of others.

If you have dealings with the Media, members of the public, or others not directly involved in the charity, you should ensure that an explicit distinction is made between the expression of your personal views and opinions from any views or statement made about or on behalf of the charity.

HONESTY

We all have a duty to act honestly and an obligation to always work within the law.

LEADERSHIP

We all have a duty to promote and support the principles of this Code of Conduct by leadership and by example, to maintain and strengthen the community's trust and confidence in the integrity of the charity and its members in representing the views and needs of the local area.

We must all promote social inclusion and challenge discrimination in any form. You should act to assist the charity, as far as possible, in the interest of the whole community that it serves. Where particular interest groups' concerns conflict with those of other groups or other areas you should help to ensure that the Board is made aware of them.

RESPECT

You must respect fellow members of the charity and those that you represent, treating them with courtesy, respect and in a non-discriminatory manner always. This should extend to any person, regardless of their position, you have dealings with, in your capacity as a member of the charity.

Recognition should be given to the contribution of everyone participating in the work of the charity.

The Board must comply with Equal Opportunities legislation and ensure that equality of opportunity be given to every participant to have their knowledge, opinion, skill and experience taken into account.

You should ensure that confidential material, including details about individuals, is treated as such and that it is handled with dignity and discretion and is not used for personal, malicious, or corrupt purposes.

DECLARATION OF INTERESTS EXPLAINED

The rules on declaration of interest are intended to produce transparency regarding interests which might influence, or be thought to influence, your actions.

"Interests" includes:

- your financial interests
 your non-financial interests
 interests of other parties that you are connected to such as a relative, close friend, an employer or employee, or any similar relationship (financial or non-financial)

If you have an "interest" as defined above in any matter, which could give rise to any person reasonably believing that you have a conflict of interest in that matter, you should declare that interest at the earliest stage possible.

Where the interest is financial, you should withdraw from the meeting until discussion of the matter has concluded.

Where that interest is non-financial, you must decide whether to participate in the discussion.

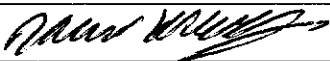
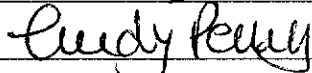
You must consider the relationship between the interest which has been declared and the matter to be considered. It is your responsibility to make decisions about whether:

- you must declare an interest or,
 make a judgement as to whether a declared interest prevents you from taking part in any discussions or voting.

You are in the best position to assess your personal circumstances and to judge how these circumstances affect your role as a charity trustee regarding a particular matter.

In making decisions for which you are personally responsible, **you are advised to err on the side of caution.** You may feel able to state truthfully that an interest would not influence your role as a charity trustee in decision-making, BUT the test to be applied is whether a member of the public, acting reasonably, would think that a particular interest could influence your role, particularly if you are a charity trustee.

DATE POLICY ADOPTED: 15/7/21

POSITION	PRINT NAME	SIGNATURE	DATE SIGNED
CHAIR	DAVID R HODGE		19-7-21
SECRETARY	TRUDY PERRY		19/7/21