



# Code of Conduct



This Code of Conduct applies to Rutland First Board  
Members, Staff, Volunteers and people conducting  
activities on behalf of Rutland First

Revised April 2024



**This guide has been produced to enable Board members, staff and volunteers to follow the standards of conduct and commitment to public service as described in the Nolan Principles.**

**This means that they will:**

- value people as individuals
- respect the different cultures & beliefs of others
- always behave courteously towards all people

**This will include:**

- listening politely to others
- accepting that others may hold different views
- being prepared to consider others' points of view

## **Duties and Responsibilities**

**As a Board or staff member or volunteer with Rutland**

**First you should:**

- find out what the people of Rutland think and want
- always present the views of Rutland First, even when different from your own
- have the agreement of Rutland First before speaking, writing or attending meetings on behalf of Rutland First
- refuse to disclose confidential information without permission
- not give advice or guidance to an individual or organisation unless qualified to do so
- never accept anything, such as money or gifts, that would affect how you think or act
- not use your membership of Rutland First to gain rewards for yourself (or anyone else)
- inform Rutland First if you know that another member is behaving in an inappropriate manner



## **Board Members, Staff and Volunteers must respect:**

### **1. CONFIDENTIALITY**

You must remember that:

- all information must be disposed of in a safe manner
- personal details of other members or the public should be stored safely and, when no longer required, be shredded or given to Rutland First for safe disposal
- information gained whilst representing Rutland First should be shared only with those who need to know it.

### **2. CONFLICTS OF INTEREST**

You must always declare if you have any personal or business connection with any matter with which Rutland First is dealing.

## **Leaving Rutland First**

**If you wish to leave Rutland First you should:**

- inform a Rutland First Board member or a member of staff
- continue to keep in confidence all Rutland First related information
- dispose of all Rutland First related papers

## **Breaking This Code of Conduct**

**Breaching the code of conduct may result in informal/ formal warning or suspension/removal from all involvement with Rutland First.**



## THE NOLAN PRINCIPLES

Rutland First has adopted the seven principles of public life, referred to as the 'Nolan Principles.' Rutland First considers them to be the fundamental values that underpin all Rutland First activity

1

**SELFLESSNESS**

2

**INTEGRITY**

3

**OBJECTIVITY**

4

**ACCOUNTABILITY**

5

**OPENNESS**

6

**HONESTY**

7

**LEADERSHIP**