



# Code of Conduct



This Code of Conduct applies to Rutland First  
members and people conducting activities on behalf of  
Rutland First - Revised July 2022



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

**This means that a member 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 member of Rutland First you should:**

- find out what the people of Rutland think and want
- always present the views of Rutland First, even when different to 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 incorrect manner



## **Members must respect:**

### **1. CONFIDENTIALITY**

Members 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**

Members must always declare if they 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 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 membership of Rutland First.**



## THE NOLAN PRINCIPLES

Rutland First has adopted the seven principles of public life, referred to as the 'Nolan Principles.' Members of Rutland First consider 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**