



## **Volunteer Code of Conduct and Conflict of Interest**

The objectives of the Code are to:

- Establish a set of ethical principles and appropriate behaviours.
- Promote and maintain confidence and trust.
- Prevent the development or acceptance of unethical practices.

A copy of this Code is being made available to all current and new Volunteers. In the event that a Volunteer identified a potential conflict of interest he/she should complete the Declaration of Interest at the back of this document and submit it to the Honorary Secretary.

### **1.1 Business Conduct**

The Club is committed to act ethically and honestly at all times. To this end Volunteers:

- Should use their reasonable endeavours to participate in all meetings. In particular, they will:
  - Read and familiarise themselves with all documentation provided before the meeting;
  - Punctually attend meetings and normally remain present until their conclusion;
  - Contribute actively to the business of the meeting and any discussions taking place;
  - Create an environment at meetings where all members can express their views freely and openly without fear of reprisal.
  - Share responsibility for decisions and avoid distancing themselves from decisions.
- Be objective, honest and open in all their dealings.
- Exercise leadership, enterprise and judgement in directing the Club and act in the best interests of the Club as a whole.
- Must not be guided by any outside influences of whatever kind, including political, commercial or stakeholder influences, or by personal interests.



- Must not make any representations or issue correspondence in the name of the Club to any external party (including the media).
- Should not use the Club's resources or time for personal gain or for the benefit of persons or organisations unconnected with the Club or its activities.
- Must not give or receive corporate gifts, hospitality, preferential treatment or other benefits that might affect, or could reasonably appear to affect, their ability to make independent judgements on transactions involving the Club. Where a benefit has been received in the course of their own business the details should be declared to the Chair.
- Will at all times reject any improper or inappropriate practices.
- Will behave with courtesy and respect towards the Chair and fellow members of the Club.
- Will not engage in conduct which in the reasonable opinion of the Management Committee/Board would bring the Club into disrepute.
- Will comply with all provisions in the Constitution.

### **1.2 Conflicts of Interest**

Volunteers members will take all necessary steps to avoid conflicts of interest, professional or personal, and will not be involved in taking a decision on a matter where a conflict of interest could arise. In particular, they:

- Must disclose any outside interests in conflict or in potential conflict with the business of the Club.
- Should absent themselves when the Committee is deliberating or deciding on matters in which they or a person or body connected with them has an interest.
- Should, in cases where they receive documents relating to their interests or of those connected with them, return these to the Chair.
- Should a matter relating to the interests of the Chair arise, he/she should depute another member to chair the meeting and should absent himself/herself when deliberating or deciding on a matter in which he/she (the Chair), or a person or body connected with him/her, has an interest.

### **1.3 Confidentiality**

Volunteers will respect the fact that they may have access to and have a right to access to certain information, including confidential information, only by virtue of their role. Where members become aware of such information, they will maintain



confidentiality in relation to all such information or business transactions except when otherwise authorised by the parties involved, or if required by law.

#### **1.4 Loyalty**

Volunteers will acknowledge the responsibility to be loyal to the Club and fully committed to all its activities. Volunteers shall:

- Not engage in or support any activity or any organisation that directly conflicts with those of the Club.
- Abide by collective decisions and not publicly adopt, promote or engage in a position which in the reasonable opinion of the Committee/Board does not reflect the position, view or approach adopted. Notwithstanding, it is accepted that individuals may have opinions on particular matters that differ from the collective opinion of the Committee/Board and they are entitled to have their contrary opinions recorded at meetings.
- Not undermine the goals and objectives of the Club.
- Not publicly criticising fellow Volunteers or staff.
- Defend and protect the good name of the Club.

#### **1.5 Fairness**

Volunteer members will ensure that all of their dealings are underpinned by a conscious commitment to fairness in all dealings with members, stakeholders and employees. They will ensure that everyone is valued and treated equally irrespective of marital status, sex, race, colour, creed, membership of traveller community, sexual orientation, political preferences, age or disablement or other status protected under legislation.

#### **1.6 Legal & Regulatory Compliance**

Volunteers will ensure they comply with all laws and regulations relevant to running the Club and when they become aware of non-compliance with any legal obligation, they should immediately bring this to the attention of the Chair.



**Declaration of Interest**

The following form should be completed and returned to the Club Secretary.

*I declare that I have significant connections or interests with the following such that it may be deemed that the interest involved might influence the responsibilities and duties that I hold with regard to the Club.*

<b>ORGANISATION</b>	<b>NATURE OF INTEREST</b>

*I declare that my spouse, close family member, person living at same residence has significant connections with the following organisations such that it may be deemed that the interest involved might influence the responsibilities and duties that I hold with regard to the Club.*

<b>ORGANISATION</b>	<b>NATURE OF INTEREST</b>

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_