



CODE OF CONDUCT

I will respect and uphold the values of W12Together:

- **Inclusiveness** – we recognise that diversity is strength and will seek to involve all people, as active participants in their community.
- **Responsive** – we will strengthen the efforts of individuals and groups to meet community needs and make a difference.
- **Quality** – we will strive for excellence in the delivery of our services and activities.
- **Connected** – we will work with others through local and regional cross-sectoral links and partnerships to enhance community well-being.
- **Accessible** – we will provide fair and open access to volunteer opportunities and support.
- **Forward looking** – we will recognise the need for continual review and improvement.
- **Impact focused** – we believe that success is measured by outcomes, and will seek to deliver results that benefit both individuals and the community.

GENERAL

- I will support the objectives and mission of W12Together, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- I will be an active Trustee, making my skills, experience and knowledge available to W12Together and seeking to do what additional work I can outside Trustee meetings, including sitting on sub-committees.
- I will respect organisational, Board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of W12Together and its environment. This will include an understanding of how W12Together operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- I will use W12Together's resources responsibly, and when claiming expenses will do so in line with W12Together procedures.
- I will seek to be accountable for my actions as a Trustee of W12Together, and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that W12Together is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
- I will actively engage in discussion, debate and in open exchanges of ideas on all W12Together electronic communications channels; contributing in a considered and constructive way, engaging as often as possible in my volunteering capacity, challenging sensitively, avoiding conflict and responding in a timely manner.

MANAGING INTERESTS

- I will not gain materially or financially from my involvement with W12Together unless specifically authorised to do so.
- I will act in the best interests of W12Together as a whole, and not as a representative of any group – considering what is best for W12Together and its present and future beneficiaries and avoiding bringing W12Together into disrepute.

- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with W12Together policy.
- I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

MEETINGS

- I will attend all appropriate meetings and other appointments at W12Together or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with W12Together.
- I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the Board and will not act individually unless specifically authorised to do so.

GOVERNANCE

- I will actively contribute towards improving the governance of the Trustee Board participating in induction and training and sharing ideas for improvement with the Board.
- I will help to identify good candidates for Trusteeship at W12Together and, with my fellow Trustees, will appoint new Trustees in accordance with agreed selection criteria.

RELATIONS WITH OTHERS

- I will endeavour to work considerately and respectfully with all those I come into contact with at W12Together. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of Trustees, volunteers and staff of W12Together are different, and I will seek to understand and respect the difference between these roles.
- Where I also volunteer with the organisation I will maintain the separation of my role as a Trustee and as a volunteer.
- I will seek to support and encourage all those I come into contact with at W12Together. In particular I recognise my responsibility to support the chairperson and the senior staff member.
- I will not make public comments about the organisation unless authorised to do so. Any public comments I make about W12Together will be considered and in line with organisational policy, whether I make them as an individual or as a Trustee.

LEAVING THE BOARD

- If I wish to cease being a Trustee of W12Together at any time, I will inform the chairperson in advance (giving as much notice as possible) in writing, stating my reasons for leaving.

VIOLATIONS

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the Trustee Board.

- Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign from the Board I will accept the majority decision of the Board in this matter and resign at the earliest opportunity.

If any member of the partnership, local resident or other stakeholder feels that the code of conduct has been violated by a partnership member, the following procedure should be considered:

1. The first step should be to have a verbal or email discussion (one to one) with the person accused of violating the code which states specifically how and when the violation occurred. If this is not possible, an email should be sent to the chair or secretary to specify the details of the violation. The details should only include relevant facts about how and when the violation occurred and should not include any personal attacks or actions not covered by the Code of Conduct. We want to encourage people to have open, respectful and honest discussions about behaviour and expectations with the ideal being that most issues can be resolved at this stage. The resolution should include a discussion or explanation of the behaviour, an apology if appropriate and a renewed commitment to abide by the Code of Conduct. This step should be expected to take no more than four weeks to complete from the initial email or discussion.
2. If the previous step is not possible or has not resolved the issue, an email should be sent to the chair or secretary detailing the violation. The partnership will then assemble a conflict resolution panel of residents and partnership members (3-5 people) to hear directly from the person accused (as well as any support person they might want to bring) and the person/s who witnessed the violation. The panel will be expected to make a decision about the violation within three weeks of the final panel meeting with the following options:
 - a. No violation has occurred
 - b. A violation has occurred and will be minuted but the member is able to remain on the partnership
 - c. A violation has occurred and will be minuted and the member is asked to resign from the partnership
3. If a previous violation has occurred and this is a second violation; go to step two above.
4. If a third violation has occurred, the partnership member will automatically be asked to resign from the partnership.

Signed _____
Name _____
Date _____