

# Code of Conduct for UK Council on Deafness Board Members and Special Interest Groups

A Code of Conduct for Board Members and members of Special Interest Groups (SIGs) ensures high standards and makes it clear how potential conflicting interests are to be raised and dealt with. Members have a responsibility to work constructively with staff, members of the UKCoD Board, members of SIGs, stakeholders and partner organisations, to secure better outcomes for all.

When acting as a Board members or a member of a SIG, all are committed to behaving in a manner that is consistent with the following principles to achieve best outcomes for all.

## *Selflessness*

Members should act solely in the interest of our stakeholders. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or any other organisation in which they are involved.

## *Integrity*

Members should not place themselves under any financial or other obligation that might seek to influence them to act against the interests of members.

## *Objectivity*

Whilst carrying out any activity as a member, including making appointments, awarding contracts, recommending individuals or organisations for rewards and benefits or transacting any other business, they will at all times behave in a way which is objective; and they should ensure that decisions are made solely on merit.

## *Accountability*

Members have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in UKCoD and its SIGs. Members are accountable for their decisions and actions, and will work with any mechanism as set out in the governance documents and terms of reference.

## *Openness*

Members will not share any confidential information outside UKCoD or their SIG, and they should ensure that confidential material is handled in accordance with due care. They should be as open as possible about all the decisions and actions and contribution that they take. They should give reasons for their decisions and restrict information only when the wider interest demands.

## *Honesty*

Members have a duty to declare any private interests that may impact upon their role as a member, and to take steps to resolve any conflicts arising in a way that best serves the whole membership.

## *Leadership*

Members must promote and support the principles of leadership by example. When working directly with staff, they should respect the line management role of the Board member allocated to that duty and the Chair.

*Conflict of Interest*

Any member who has a financial interest in a matter under discussion must declare the nature of the interest and withdraw from the room unless they have a dispensation from the Chair to remain.

Any member having any interest in the matter under discussion which creates a real danger of bias, that is the interest affects them or a member of their family or any organisation with which they are involved more than the generality affected by the decision, must declare the nature of the interest and withdraw from the room unless they have a dispensation from the Chair to remain.

Any member having any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision should declare the nature of the interest but may remain in the room, participate in the discussion and vote should they wish to.

If in any doubt about the application of these requirements the Member of the Board should consult with the Chair.

*Behaviours*

Members will champion the needs of all members, putting the interests of others first.

They will deal with representations or enquiries from other members or partner organisations fairly, appropriately and impartially.

They will listen to the interests of all parties, including taking relevant advice from Board members, SIG members and staff of the organisation, taking all relevant information into consideration, remaining objective and making decisions on merit.

They are accountable for their decisions, behaviours and actions, and are responsible for cooperating with others.

They should enable members to understand the reasoning behind decisions, but restrict access to information when the wider member interest or the law requires it.

They should behave in accordance with all governance obligations, alongside any requirements contained within our policies, protocols and procedures, including the use of UKCoD or SIG resources

They should value their fellow UKCoD & SIG members and staff, and engage with them in an appropriate manner and one which underpins the mutual respect that is essential to good governance.

They should always treat people with respect, including the organisations and public with whom they engage, and those whom they work alongside.

They will provide leadership through behaving in accordance with these principles when championing the interests of UKCoD and the individual SIGs.

**Declaration**

I, ....., agree to be bound by the provisions of this code of conduct.

(Signed).....

Date .....