

OUTWEST

Code of Conduct

Effective from 1st February 2010

Approved on 30th January 2010, Eastbourne

1. Introduction

OutWest strives to conduct all of its activities, to the highest ethical standards and in compliance with its legal and moral obligations, in particular under Charity Law.

OutWest can only realise this ambition through its members and it is therefore essential that all Trustees and Members conduct themselves when representing or acting on behalf of the charity to high standards of behaviour, in a professional manner and with a desire to perform their voluntary duties for OutWest to the best of their ability.

This Code of Conduct describes OutWest's ethical values and vision, sets out the behaviour it requests of its Trustees and Members and identifies policies that are relevant to the conduct and running of the charity.

OutWest recognise that all who work towards the running of the charity are all volunteers.

2. OutWest's Values and Vision

OutWest aims to conduct its business with honesty and integrity and requests its Trustees and Members to maintain OutWest's Ethical Standards, especially with a view to equality. OutWest recognises the obligations it has towards the community as a whole, members, stakeholders and all others with whom OutWest interacts.

3. Conduct

OutWest requests that its Trustees and Members act within the charity's constitution and within the law, being aware of the contents of the constitution and the law, including Charity Law as it applies to the charity.

OutWest requests that it's Trustees and Members:

- Act in the best interests of the charity at meetings and when representing the charity and its membership and avoid bringing the charity into disrepute.

- Strive to manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest, including not gaining materially or financially unless authorised to do so.
- Respect confidentiality, and to understand what confidentiality means in practice for OutWest and individuals that it may help or assist.
- Actively engage in discussion, debate and voting in meetings, contributing positively, listening to other contributions, challenging sensitively and avoiding conflict.
- Treat each other with respect in view of gender, ethnicity, sexuality, political belief, religion, culture or disability. This list is not exhaustive.
- Act jointly and accept decisions taken at meetings by a qualified majority, standing by these collective decisions and not acting individually unless delegated to do so.
- Work considerately and respectfully with all (including those from other organisations where necessary), respecting diversity, different roles and boundaries, and avoid giving offence.

4. Raising Concerns, Help and Advice

In order to maintain our high standards, and to maintain the reputation of the charity, it is essential that all Trustees and Members of OutWest feel able to raise any concerns they have about the way the charity conducts its business and activities in a manner that is simple, effective and confidential.

OutWest will ensure that all Trustees and Members feel able to raise concerns without fear of any sort of reprisals being taken against them.

All Trustees and Members can raise concerns about any aspects of OutWest's business, eg: safety of the public and/or members, fraud or financial impropriety, harassment, bullying, discrimination, decisions, actions, conduct or communications that are possibly unlawful, in breach of policies or OutWest's constitution or in significant breach of OutWest's ethical values and vision.

Any concerns that a Trustee or Member has should be discussed in the first instance with one of the Trustees (or in the case of a Trustee, another Trustee) of the charity.

Grievances are concerns, problems or complaints that Trustees or Members can raise with the Trustees about their work, policy decisions or relationships with Trustees or Members. Grievances can be raised informally or formally with the Trustees. Please refer to the Individual Grievance Policy and Procedure for further guidance.