

DORSET RECLAIM

MANAGEMENT COMMITTEE CODE OF CONDUCT

As a member of the management committee of Dorset Reclaim I promise to abide by the fundamental values that underpin all the activities of this organisation. These are:-

Accountability

Everything Dorset Reclaim does will be able to stand the test of scrutiny by the public, the charity commission, stakeholders, funders and the courts. I will be accountable for my decisions and actions in relation to my role in relation to the charity.

Integrity and Honesty

These will be the hallmarks of all conduct when dealing with colleagues within Dorset Reclaim and equally when dealing with individuals and organisations outside it.

Openness

Dorset Reclaim works to maintain an atmosphere of openness throughout the organisation to promote the confidence of its staff and volunteers, the public, stakeholders and regulators. I will give reasons for my actions and decisions and restrict information only when there is a clear demand.

In addition, I will adhere to the following standards:-

Conflict of Interest

I will always strive to act in the best interests of the organisation and declare any conflict of interest or any circumstance that might be viewed by others as a conflict of interest as soon as it arises. I will adhere to the judgement of the management committee and do as it requires regarding potential conflicts.

Personal Gain

I will not gain personally or financially from my role within the charity, nor will I permit others to do so as a result of my actions. If offered any hospitality this will be only accepted with prior consent of the Chairman/vice Chairman and I will use the organisations resources responsibly and in accordance with the ethics of the organisation and procedure.

Enhancing Governance

I will participate in training and learning activities and seek to improve governance practice within the organisation in line with new guidance or legislation. I will also strive to identify

new candidates and assist them in their role when appropriate, together with supporting the Chairman and the Project Manager in their respective roles.

At Management Committee

I will endeavour to attend all meetings, read the information sent to me and be prepared to debate and vote on all matters on the agenda, maintaining a respect for the opinions of others while making my own voice heard. I will abide by any majority vote.

Person to Person

In my work with the charity, I will try to establish respectful and courteous relationships with all I come into contact with and not act in disregard of Dorset Reclaim's policies in my dealings with committee members, staff, volunteers, the public, partner organisations or anyone I come into contact with in my role.

I will respect organisational, board and individual confidentiality and not speak as a member of the organisation to the media or in a public forum without the prior approval of the Chairman/vice Chairman. If circumstances are such to prevent a prior discussion, I will inform the Chair/vice Chairman as soon as possible. When I speak as a member of the charity my comments will reflect the charity's current policy and I will endeavour to uphold the charity's reputation and those that work within it.

Leaving the Committee

Should I wish to resign from the committee, I will inform the Chairman giving my reasons. I also understand that a substantial breach of any part of this code may result in my removal from the management committee and any office I may hold.

I understand that I must not break the law or go against charity regulations in respect of my role in the organisations management and will endeavour to support Dorset Reclaim as an organisation and with respect to the staff and volunteers.