



## **MEMBERS' CODE OF CONDUCT**

### **1. WHAT IS A CODE OF CONDUCT?**

This Code describes the behaviour expected of members of Harrow Agenda 21 Environmental Forum (HA21) when carrying out activities as a representative or volunteer, for example in meetings, written communications and telephone conversations.

### **2. WHY HAVE A CODE OF CONDUCT?**

The Code of Conduct is designed to ensure that HA21 handles itself in a businesslike way to achieve its aims and objects. It enables HA21 to ask any individual or group to leave a meeting or activity, or to have their membership suspended or terminated if the Code is breached.

### **3. GENERAL CONDUCT**

When attending any HA21 activity, representing HA21 or undertaking any work on behalf of HA21 or with other HA21 members, all members will be expected to:

- a) treat others with courtesy and respect
- b) conduct themselves in a reasonable manner at all times
- c) work constructively and support other members in pursuit of HA21's constitutional objects and rules
- d) remember that HA21's purpose is for the benefit of Harrow residents generally and not of specific groups or individuals
- e) declare any interest, whether personal or on behalf of any group they represent, which they consider may affect or influence their approach to any matter under consideration by HA21
- f) not speak or write to the media on behalf of HA21 without the prior agreement of the Chair or Communications Officer
- g) recognise the rights of individuals and not discriminate against HA21 members or any other persons on the grounds of race, colour, ethnic or national origin, gender, marital status, age, sexuality, religion or disability
- h) respect all individual members' privacy and confidentiality

### **4. CONDUCT IN MEETINGS**

Members should observe accepted practices and procedures whilst taking part in meetings by:

- a) preparing for meetings by reading all relevant papers in advance where possible
- b) following the agenda and the guidance of the Chair of the meeting
- c) allowing each other the opportunity to speak and comment
- d) not using or tolerate discriminatory or offensive language in any discussion.
- e) operating within the relevant Terms of Reference and HA21 policies
- f) helping each other to reach effective decisions

## 5. PROJECTS AND VOLUNTEERING

- a) All active members should familiarise themselves with the Constitution and the Terms of Reference of any relevant Action Group or working group, to ensure that they continue to meet its aims and objectives.
- b) Members participating in a specific project should take responsibility for the progress of their project. Contributions from all members should be welcomed and valued.
- c) Any difficulties experienced in performing promised volunteer duties should be discussed and resolved with the appropriate Trustee or Action Group chair.
- d) Any HA21 project that has responsibility for financial resources will have clear basic guidelines for handling and managing monies. No costs should be incurred without authorisation from the Executive Committee.
- e) In return for any training provided or paid for by HA21, members will be expected to contribute the skills and knowledge gained for the benefit of HA21.
- f) All HA21 equipment and facilities used by active members whilst undertaking project or volunteer work remain the property of HA21 and must be returned when the project or volunteering ends.

## 6. BREACHES OF THE CODE OF CONDUCT

In the event of a breach of the Code of Conduct being notified to the Chair or other Trustee, members may be asked to leave the premises, reprimanded in writing, asked to resign from the Executive Committee, suspended from membership or have their membership terminated in accordance with the Constitution.

Examples of behaviour likely to be considered breaches of the Code of Conduct:

- a) Behaving in public in a manner likely to bring HA21 into disrepute
- b) Speaking or acting on behalf of HA21 without express permission to do so from the Executive Committee or Action Groups
- c) Being abusive or aggressive to other HA21 members or members of other groups
- d) Knowingly misrepresenting or misleading HA21, its members, other groups or the general public
- e) Intentionally disregarding the agreed policies of HA21, the direction of the Chair or the decisions taken by the Action Groups
- f) Using membership of HA21 to gain personal or unfair advantage
- g) Misuse of HA21 funds

## 7. FUTURE DEVELOPMENT OF THE CODE OF CONDUCT

It is expected that this Code of Conduct will continue to develop to reflect good practice. The Code should be reviewed at least on an annual basis and any changes will be ratified and minuted at a General Meeting.

The above Code of Conduct was agreed at the Executive Committee Meeting held on 02 April 2008 to be ratified at the Annual General Meeting on 16 July 2008.

Signed ..... Chair ..... Secretary  
..... Treasurer Date .....