



## **Board of Directors – Code of Conduct**

This Code of Conduct represents Pillar Kincardine's commitment to the very highest standards and must be agreed to by Board members before beginning their term of office.

It should be regarded as the minimum expectation for performance when attending meetings or representing Pillar Kincardine.

A Board member who fails to comply with this policy shall be considered in violation of the agreement and may be subject to removal from the Board.

### **1. Compliance with the Policies of Pillar Kincardine**

Board members will comply with the policies and guidelines of Pillar Kincardine, as they relate to their position. This includes the general company policies: Confidentiality, Data Protection, Equal Opportunities, Membership, Service Standards, Compliments and Complaints and Protection of Whistleblowers.

### **2. Conflict of Interest**

Board members must act in the best interests of Pillar Kincardine and avoid situations where their personal interests or relationships interfere with acting in good faith on behalf of Pillar Kincardine. Board members may not engage in activities that are in conflict with the interests of Pillar Kincardine, that may negatively impact the reputation of Pillar Kincardine, or that interfere with employees' performance of the job.

### **3. Gifts or Honoraria**

It is not permissible to offer or accept gifts, gratuities, excessive favours or personal rewards intended to influence Pillar Kincardine's decisions or activities. It is permissible to accept gifts of a nominal value (e.g. pens, calendars, and advertising items) in recognition of work well done. Board members are not permitted to accept cash under any circumstances. Board members, if representing the Board, must turn over to Pillar Kincardine any honoraria they receive.

### **4. Confidentiality**

Board members must maintain the highest standards of confidentiality regarding information obtained directly or indirectly through their involvement with Pillar Kincardine. This includes information about volunteers, Board members, funders, donors, partners, employees, contractors, and job applicants. Board members must avoid inadvertent disclosure of confidential information through casual or public discussion, which may be overheard or misinterpreted.

## **5. Use of Materials**

Materials and programmes developed for Pillar Kincardine are the property of the organisation and are not to be used in situations external to Pillar Kincardine without prior approval. Office equipment is not to be used for personal purposes. Board members are required to obtain permission from the Service Manager/Office Manager before removing any of Pillar Kincardine's property from the premises. Internet and email are to be used in a responsible and professional manner. Board members are prohibited from sending material that is threatening, obscene, hateful, racist or otherwise inappropriate.

## **6. Drug & Alcohol Abuse**

Board members who attend meetings or represent Pillar Kincardine while under the influence of drugs or alcohol may be removed from the Board.

## **7. Discrimination**

Board members are expected to comply with the Equality Act 2010 and not to discriminate by reason of race, colour, sex, nationality, ethnic origin, religion, marital status, age, sexual orientation, disability or responsibility for dependants.

## **8. Harassment**

Harassment, interpreted as unwelcome conduct, comment, gesture, contact, or intimidating and offensive behaviour likely to cause offence or humiliation, will not be tolerated and may result in removal from the Board.

Board members will:

- Represent the best interests of the members and Pillar Kincardine over and above personal and professional interests.
- Adopt clear, documented processes and equal access to information.
- Respect the confidentiality of information received in the course of Board meetings and Pillar Kincardine activities.
- Declare potential conflict of interest and refrain from discussion and voting when applicable.
- Give recognition to others who contribute to the success of Pillar Kincardine and its activities.
- Not speak or act on behalf of Pillar Kincardine unless designated by the Chair or the Board as a whole.
- Ensure there are competitive opportunities when services of contractors or employment opportunities arise.
- Treat staff and fellow Board members with respect and listen to their points of view.
- Participate in Board meetings and keep well-informed about developments and issues relevant to Board operations.

Board members are expected to meet their responsibilities to the best of their ability. This applies particularly to Board meetings (see separate checklist), which are the main instrument for carrying out the responsibilities of the Board.