

Leybourne Grange Management CIC

POLICY: CODE OF CONDUCT

As a director of Leybourne Grange Management CIC (LGM CIC) I promise to abide by the fundamental values that underpin all activities of this organisation. These are as follows:

Our values

Accountability

Everything LGM CIC does will be able to stand the test of scrutiny by the public, the media, Companies House, members, stakeholders, funders, parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within LGM CIC and equally when dealing with individuals and institutions outside it.

Transparency

LGM CIC strives to maintain an atmosphere of openness throughout the organisation to promote confidence of its members, the public, stakeholders, staff, company regulators and parliament.

Additionally, I agree to the following points;

Law, mission, policies

- I will act within the governing document of LGM CIC and abide by the policies and procedures of the organisation
- I will not break the law or go against company regulations in any aspect of my role of director
- I will support the objectives and mission of LGM CIC and act as their guardian and champion
- I will develop and maintain an up-to-date knowledge of LGM CIC and its environment.

Conflicts of interest

- I will always strive to act in the best interests of the organisation as a whole and not as a representative of any group, considering what is best for LGM CIC and its present and future beneficiaries

- I will 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 submit to the judgement of the board and do as it requires regarding potential conflicts of interest.

Person to person

- I will not break the law, go against Companies House regulations or act in disregard of organisational policies in my relationships with fellow directors, staff, volunteers, members, service recipients, contractors or anyone I come into contact within my role as a director
- I will strive to establish respectful, collegial and courteous relationships
- Where I also volunteer with the organisation, I will maintain the separation of my role as a Director and as a volunteer.

Protecting the organisation's reputation

- I will not make public comments about the organisation unless authorised to do so
- Any public comments I make about LGM CIC will be considered and in line with organisational policy, whether I make them as an individual or as a director
- When I am speaking as a director of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it
- I will respect organisational, board and individual confidentiality.

Personal gain

- I will not personally gain materially or financially from my role as director, unless specifically authorised to do so, nor will I permit others to do so as a result of my actions or negligence
- I will use organisational resources responsibly. I will document expenses and seek reimbursement according to procedure
- I will not accept significant gifts or hospitality without the prior consent of the chair.

Probationary period

- New directors will participate in a probationary period of either three board meetings or three months (whichever is longer)
- In that time, I will sign and adhere to this Code of Conduct
- At the end of the probationary period, I will participate in a review of my performance with the Chair of the Board (and/or any other person the board may so appoint)
- I will consider as part of this review whether I am able to continue as a Director and/or am able to offer benefit to the Board/CIC through my participation.

In the boardroom

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by LGM CIC

- I accept my responsibility to ensure that LGM CIC is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case
- I will abide by board governance procedures and practices
- I will strive to attend all board meetings, giving apologies ahead of time to the chair if unable to attend
- I will study the agenda, papers and any other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting
- I will honour the authority of the chair and respect his or her role as meeting leader
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard
- I will accept a majority board vote on an issue as decisive and final.

Enhancing governance

- I will participate in induction, training and development activities for directors
- I will continually seek ways to improve board governance practice
- I will strive to identify good candidates for directorship and appoint new directors on the basis of merit
- I will support the chair in his/her efforts to improve his/her leadership skills
- I will support the community development manager (or equivalent role) in his/her executive role and, with my fellow board members, seek development opportunities for him/her.

Leaving the board

- I understand that substantial breach of any part of this code may result in my removal from the board
- Should procedures be put in motion that may result in my being asked to resign from the board, I will be given the opportunity to be heard. In the event that I am asked to resign from the board, I will accept the majority decision of the board and resign at the earliest opportunity
- Should I resign from the board, I will inform the chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview if so requested
- In the occurrence that my resignation takes the Board to below the minimum number of two directors, I will remain on the board (save for circumstances which means I cannot legally remain) until another Director is appointed.

Signed:

Name:

Date: