



Code of Conduct for Members undertaking activities on behalf of the Society

1. Introduction

Many of the Society's Members voluntarily contribute their time and expertise to support a wide range of activities. Their contributions are very much valued by all who benefit from them. In order to support them and to assist them in understanding their roles while undertaking work on its behalf, the Society has adopted a Code of Conduct which sets out the expectations of decision-making and behaviour of Members undertaking activities on its behalf. These activities can range from service on a committee or board, to contributing to a document or consultation.

In accordance with principles drawn from the Society's Code of Ethics and Conduct, Members engaged in work for the Society are expected to use the following code to inform their professional and ethical judgement and behaviour when conducting Society business. This Code is not intended to replace any other professional Codes that those concerned may be signed up to, but is intended to be additional and complementary. The attached Procedure will apply if difficulties arise.

All Members undertaking activities on behalf of the Society are required to declare any relevant interests prior to undertaking particular activities, and to complete and regularly update a Declaration of Interest Form held by the Society.

2. Code of Conduct

It is the responsibility of Members working for the Society to:

- Act within the Society's Royal Charter, Statutes and Rules and the law
- Act in accordance with the Principles set out above, and the Nolan Principles (set out in Appendix I) which are widely recognised and applied in public and third sector organisations.

More specifically, as a Member you must:

1. Value the dignity and worth of all persons, including other members and Society staff:

- Respect individual, cultural and role differences including (but not exclusively) those involving age, disability, education, ethnicity, gender, language, national origin, race, religion, sexual orientation, marital or family status and socio-economic status;
- Respect the knowledge, insight, experience and expertise of others (including fellow members and Society staff);

- Work considerately and respectfully with all, maintaining relationships that respect diversity, different roles and boundaries, and ensure that you do not give offence;
- Contribute positively and interact in a respectful and professional manner even where there are differences in opinion;
- Refrain from engaging in any form of harassment of others;
- Respect the privacy and confidentiality of others.

2. Reflect on your own competence and performance:

- Operate within your bounds of competence and remain aware of the limits of your competent functioning;
- Withdraw from Society business when your professional competence and behaviour is impaired.

3. Value your responsibilities to others and to the Society:

- Not engage in conduct that might bring the Society or the reputation of the profession into disrepute;
- Act in the best interest of the Society as a whole;
- Attend meetings or give apologies in advance for absence, and meet the attendance requirements that apply to a given board or Committee;
- Prepare adequately for meetings;
- Actively engage in discussion, debate and voting in meetings –Contribute to collective decisions and accept a majority decision.

4. Value accuracy, clarity and fairness in your interactions with all persons:

- Be honest and accurate in representing your professional opinion, experience, and knowledge;
- Address any problems that may arise from dual or multiple relationships;
- Refrain from promoting your own professional services, research or products when acting for the Society;
- Register and declare all conflicts of interest and withdraw from any relevant decision-making.

5. Value honesty and integrity:

- Ensure that you do not receive any financial or non-financial benefit unless it is explicitly authorised in line with the Royal Charter Statutes and Rules, Charity Commission Guidance or policies agreed by the Trustees of the Society;
- Value the highest standards in governance;
- Always respect confidentiality and, if the status of information is unclear, seek further advice.

Appendix I – The Nolan Seven Principles of Public Life

The Seven Principles of Public Life, produced by the Nolan Committee and widely adopted by public bodies and the third sector, provide a code of ethics which is directly relevant to work for organisations such as the Society and these underpin a culture of fairness, transparency and service for the Society for the good of the discipline.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Procedure - Code of Conduct for Members undertaking activities on behalf of the Society

1. Members working for the Society are expected to act within the content and spirit of the Code, and Chairs of Society Boards/Committees will provide constructive feedback when problems occur.
2. Given the guidance provided in the Code, it is expected that difficulties will be rare and most will be resolved informally.
3. On the rare occasion that a Member commits a serious breach of the Code or fails to respond to constructive feedback from colleagues or senior staff members, a report will be made to the Honorary General Secretary.
4. The Honorary General Secretary of the Society will ensure that the matter is investigated and may convene a panel to decide upon any penalty to be applied. The panel will be empowered to impose a range of sanctions up to and including removal or suspension from a given position. Penalties may be appealed to the President of the Society whose judgment will be final. Should a complaint concern the Honorary General Secretary or President, their roles will be undertaken by other Honorary Officers of the Society.
5. If the matter concerns interactions with a member of staff and falls within the Society's Dignity at Work Policy, then the associated Procedure, which has both informal and formal stages, will apply.