

Isle of Dogs and District Allotment Society

Code of Conduct

1. What is it

- 1.1. Aimed to define how individuals should behave to others, both individually and collectively and is complimentary to the Society's Constitution Rules, General Rules of Tenancy, Complaints and Appeals Policy and GDPR and Privacy Policy.
- 1.2. It covers all members, officers and committee members behaviour and rights with respect to each other, on the governance of the Society, the Society's business and affairs, interaction with the wider community and that expected in all meetings.
- 1.3. It should be accepted and adopted by members in the same way they accept other 'rules' of governance, tenancy, information and policy.

2. Basics

- 2.1. Every member has the right to peace, quiet and to be able to operate within the rules of the Society undisturbed.
- 2.2. No member should be discriminated on because of their; race, religion, colour, culture, gender, physical or mental ability, age, and should enjoy the rights granted under statute.
- 2.3. No member should be subject to intimidation, harassment, aggression against them from other individuals or groups.
- 2.4. The rules on governance, tenancy, information and policy are operated by elected officers and management committee but must be endorsed and maintained under the majority as defined in the Society's constitution.
- 2.5. All members have the right to voice their opinion and to speak openly on issues within the membership but must accept collective responsibility such that when the 'majority' have voted, that result is accepted irrespective of individual opinion or conviction.

3. Officers and Management Committee

- 3.1. Officers and Committee members' duty of care to the association requires them to act in the best interests of the whole association.
- 3.2. Officers and Committee members should act with selflessness, integrity, objectivity, accountability, openness, honesty, leadership (the Nolan principles).
- 3.3. Conflict of Interest must be declared, and a collective decision taken and recorded on the agreed outcome. Any conflict of interest not declared in a timely manner may be regarded a breach of conduct.
- 3.4. All meetings of committee or general should be formally recorded and signed off at subsequent meeting. They should not contain a detailed transcript but an acceptable level of detail, clear actions agreed and actionee and expectations
- 3.5. All meetings must be Chaired by the elected Chair or their deputy. The Chair is responsible for maintaining order, agenda, ensuring open input from all, censoring bad or unruly behaviour.
- 3.6. All meetings should have an Agenda which should be circulated along with any appropriate papers and reports prior to the meeting. This object being is to remove surprises and ensure all are prepared for the meeting.
- 3.7. Quorum, voting rights and procedures are set out in Society's Constitution.
- 3.8. Society business remains Society business unless formally authorised

3.9. Finances should be open, auditable, transparent

4. Information

4.1. All personal and commercially sensitive information should comply to the published Society GDPR and Privacy and protected from disclosure to third parties without the 'owners' full consent.

4.2. All paperwork, data files and information which is not in the public domain should be returned to the Society when any officer or committee member resigns, is unelected or is dismissed.

5. Breach of Code of Conduct

5.1. All formal complaints and grievances should be managed as laid out in the Society's Complaints and Appeals Policy.

5.2. Illegal actions must be reported to the appropriate authority.

5.3. Breaches of rules, tenancy, behaviour etc should follow the Society's Complaints and Appeals Policy.

The code is accepted by the Management Committee 8th September 2019

Officers: M Daniels, Chair

 8/9/19

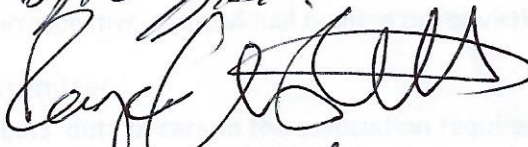
T Nye, Vice Chair



B Pietrzyba, Secretary



R Chastell, Treasurer

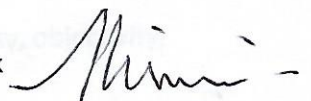


Committee Members

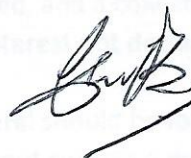
B Havard



C Look



C Parrish



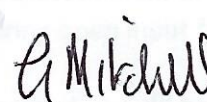
H Wye



P Davy

C Winterflood

G Mitchell



J Horlick

