



StepIn

Supported Living Networks

Policy: Conduct for board members

Document reference number	SICOC1	Document developed by	Brian Feeney
Revision number	One	Document approved by Board	Board of directors
Approval date	January 25, 2017	Responsibility for implementation	Board of directors
Revision date	This policy will be reviewed at least every two years or immediately on changes of relevant legislation	Responsibility for review and audit	Board of directors

Code of Conduct for StepIn Board Members

Organisational Values

As a board member of StepIn I promise to abide by the fundamental values that underpin all the activities of our organisation.

Accountability

Everything StepIn does will be able to stand the test of scrutiny by members of the public, the media, members, beneficiaries, stakeholders and the regulatory authorities.

Integrity and Honesty

These will be the hallmarks of all conduct within StepIn, particularly when dealing with colleagues (board and staff) and external individuals and agencies.

Transparency

StepIn will strive to promote an atmosphere of openness throughout the organisation in order to promote confidence to members of the public, staff, beneficiaries and regulators.

In addition to the above I agree to the following:

Law, mission, policies

In my role as board member I will not break the law or go against any regulation in force.

I will support the organisation's mission and actively promote it.

I will abide by organisational policy and procedure.

Conflicts of Interest

I will always act in the best interests of the organisation.

I will declare any conflict of interest or any such circumstance as may be viewed by others as conflicting as soon as it arises.

I will consider the judgement of the board and abide by the majority regarding potential conflicts of interest.

Person to Person

I will not act in disregard of organisational policies in my relationships with fellow board members, staff, volunteers, beneficiaries or anyone I come into contact with in my role as board member.

Guardian of the organisation's reputation

I will not speak as a board member to the media or any public forum without the prior knowledge and approval of the Chair or CEO.

When I am asked to represent the organisation any comments I make will reflect current policy even if I do not agree with them.

When speaking as a private citizen I will aim to uphold the reputation of the organisation and those who work and volunteer for it.

I will respect organisational, board and individual confidentiality.

I will take an active interest in the organisation's public image.

Personal Gain

I will not personally gain from my role as a board member nor will I permit others to do so as a result of my actions or negligence.

I will document expenses and seek reimbursement according to agreed procedure.

I will not accept gifts or hospitality without the consent of the Chair.

I will use organisational resources responsibly, when authorised in accordance with procedure.

At board level

I will embody the principles of good governance in all my actions and live up to the trust placed in me by StepIn.

I will abide by the board governance procedures and practice.

I will strive to attend all board meetings.

I will strive to absorb agenda items sent to me in good time and be prepared to contribute my opinions during meetings.

I will honour the authority of the Chair.

I will maintain a respectful attitude to the opinions of others.

I will accept a majority vote.

I will maintain confidentiality unless authorised to speak on matters outside board meetings.

Enhancing governance

I will participate in appropriate induction, training and development board activities. I will support the CEO in his/her executive role and the Chair in their leadership role.

Leaving the board

I understand that any substantial breach of this code may result in my removal from the board.

Should I wish to resign I will inform the Chair in writing, stating my reasons for resigning from the board.

I will participate in an exit interview if necessary.

Signed: _____ Date:

_____ Board member of StepIn