**PRME UK & Ireland Steering Committee Code of Conduct**

1. **General**

* I will act within the governing document of the UKI PRME Chapter and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the governance documents and relevant policies and procedures.
* I will support the purpose and objectives of the UKI PRME Chapter, championing it, using any skills or knowledge I have to further the UN PRME Principles and seek expert advice where appropriate.
* I will be an active SC member, making my skills, experience and knowledge available to the Chapter and seeking to do what additional work I can outside SC meetings, including sitting on sub-committees and working groups as requested.
* I will respect organisational, and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
* I will develop and maintain a sound and up-to-date knowledge of UN PRME and UKI PRME including an understanding of how the initiative operates and the social, political and economic environment in which it conducts operations and the nature and extent of its work.
* I will use the UKI PRME Chapter resources responsibly, and when claiming expenses will do so in line with Chapter procedures.
* I will seek to be accountable for my actions as a member of the SC and will submit myself to whatever scrutiny is appropriate.
* I accept my responsibility to ensure that the Chapter is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

1. **Managing Interests**

* I will not gain materially or financially from my involvement with UKI PRME unless specifically authorised to do so.
* I will act in the best interests of UKI PRME as a whole, and not as a representative of any group – considering what is best for UKI PRME and its present and future beneficiaries and avoiding bringing UKI PRME into disrepute.
* Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with UKI PRME Guidance.
* I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

1. **Meetings**

* I will attend all appropriate SC meetings and other appointments of UKI PRME or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with UKI PRME.
* I will prepare fully for all meetings and work for the Chapter. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
* I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
* I will participate in collective decision making, accept a majority decision of the SC and will not act individually unless specifically authorised to do so.

1. **Governance**

* I will actively contribute towards improving the governance of the SC participating in relevant activities and sharing ideas for improvement with the SC.
* I will help to identify good candidates for SC membership and alongside my fellow SC members and support election of new SC members in accordance with agreed selection criteria.

**5.0 Relations with Others**

* I will endeavour to work considerately and respectfully with all those I come into contact with at UKI PRME. I will respect diversity, different roles and boundaries, and avoid giving offence.
* I recognise that the roles of SC members both within the Chapter and their own institutions are different, and I will seek to understand and respect the difference between these roles.
* Where I also participate in other UN PRME activities such as Working Groups and Advisory Roles, I will maintain the separation of my role as a UKI PRME Chapter SC member.
* I will seek to support and encourage all those I come into contact with at UKI PRME. I recognise my responsibility to support the Chairperson and other elected officers.
* I will not make public comments about the organisation unless authorised to do so. Any public comments I make about UKI PRME will be considered as representing the views of the SC whether I make them as an individual or as a SC member.

**6.0 Leaving the Steering Committee**

* I understand that any breach of any part of this code may result my being asked to resign from the SC.
* In the event that I am asked to resign from the SC I will accept the majority decision of the SC in this matter and resign at the earliest opportunity.
* If I wish to cease being a SC member at any time, I will inform the Chairperson in advance (giving as much notice as possible) in writing, stating my reasons for leaving.

Signed:

Name: Date:

**Code of Conduct: Adopted at the AGM in July 2019**