

# MUCH Code of Conduct

It is the responsibility of the MUCH trustees to abide by these rules of conduct and to assure that any employees or volunteers act accordingly:

## Trustees

- Have a sound and up-to-date knowledge of MUCH and its environment – understanding how MUCH works and the environment within which it operates.
- Attend meetings and other appointments or give apologies.
- Prepare fully for meetings and any work planned for MUCH – reading papers, querying anything you don't understand and thinking through issues in good time before meetings.
- Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and constructively to manage conflict.
- Act jointly and to work towards a consensus to accept and support a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- Should make sure volunteers are aware of Health and Safety and Risk Assessments which may exist for the work being undertaken.
- Register of Interest form – A form should be completed. See the form for instructions and examples of the sort of external interests you should be listing.
- Hospitality and gifts - any gifts received should be notified to the trustees at a meeting or via email and donated at future funding raising events as prizes. Hospitality offered, to be raised and discussed, whether to accept, at a trustees meeting (could be via email). Any gifts/ hospitality to be minuted. Anything under the value of £5 does not need to be declared.
- No commitment on behalf of MUCH should be made without the agreement of the majority of trustees.

## Trustee and volunteers/employees

- Act within the governing document and the law – being aware of the contents of the organisation's governing document, its policies and the law as it applies to MUCH.
- Act in the best interest of MUCH as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing MUCH into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.

- Respect confidentiality- understanding what confidentiality means in practice for MUCH, its committee and the individuals involved with it, in line with GDPR policy.
- Work considerately and respectfully with all -respecting diversity, different roles and boundaries and being aware of where offence might be taken.
- Should abide by any Health & Safety Policies or requirements from the Risk Assessments which have been completed.

## **Social media**

### **What You Should Do:**

- **Disclose your Affiliation:** If you talk about related matters that are within your area of responsibility you must disclose your affiliation with MUCH.
- **State That It's YOUR Opinion:** When commenting on the charity. Unless authorised to speak on behalf of MUCH, you must state that the views expressed are your own.
- **Protect Yourself:** Be careful about what personal information you share online.
- **Act responsibly and ethically:** When participating in online communities, do not misrepresent yourself. E.g. If you are not a manager, don't say you are.
- **Honour Our Differences:** MUCH will not tolerate discrimination (including age, sex, race, colour, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, or marital status or any other legally recognised protected characteristics under UK law).

### **What You Shouldn't Do:**

- **Disclose sensitive MUCH information,** if it's not already public information, it's not your job to make it so.
- **Personal Information:** Never share personal information about the Trustees/volunteers/employees of MUCH, or anyone attending MUCH arranged events.
- **Anything that belongs to someone else:** Let them post their own stuff; you stick to posting your own creations. This includes illegal music sharing, copyrighted publications, and all logos or other images.
- **Confidential Information:** Do not publish, post, or release information that is considered confidential or sensitive.

Trustees and all others are expected to honour the content and spirit of this code.



# Magor and Undy Community Hub

Charity Registration Number – 1185780

## Trustee/Staff Register of Interest or Potential Conflicts of Interest Form

Conflicts of interest may occur if a decision of the MUCH Trustees could affect you, or close friends and relatives, either positively or negatively. To ensure compliance with the MUCH Code of Conduct it is necessary to identify whether conflicts (or potential conflicts) exist.

### **What you need to do**

- Please enter your details in the register below.
- Tick the appropriate column: “Direct Interest,” “Indirect Interest” or “No Interests.”
- If you have, or may have, an interest to declare enter this information in the “Details” section.

### **Definition of “Relative”**

A relative means a spouse (husband or wife), partner, parent, parent-in-law, son, daughter, stepson, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons.

Examples of potential conflict of Interests could include:

- Involvement with businesses which have existing or proposed contracts with MUCH.
- Membership of organisations or groups which may oppose MUCH policies.

You should ask yourself the question “Would a member of the public think that my family or I would benefit from the connection between my personal interest and position in Much/employment?”

If the answer is yes then you must declare the interest by informing the Secretary at the earliest opportunity. The Secretary is responsible for maintaining a Register of Declarations of Interest for Trustees and any employees.

Under section 117 of the Local Government Act 1972 you must disclose any interest in an existing or proposed contract in writing as soon as is reasonably practicable.

If a relationship may give rise to a real or perceived conflict of interest, trust issue or breach of confidentiality you must declare it to the Secretary or other appropriate person, in confidence as soon as you can. Failure to declare such a relationship could lead to a review by the Trustees or disciplinary action.

### **What types of interests should be declared?**

An interest is anything which could cause a reasonable member of the public, knowing all facts, to think the Trustee or employee might be influenced when making a decision in the course of their work. Interests could include:

- Land or property ownership.
- Relationships with people involved.
- Involvement with an organisation or pressure group which may oppose MUCH.

# Register of Interests/Potential Conflicts of Interest

Name

Direct Interest

Indirect Interest

No Interests

(Please tick as appropriate)

Detail of interests e.g.

- Land or property ownership.
- Relationships with people involved.
- Involvement with an organisation or pressure group which may oppose MUCH.

Signature

Date