

CODE OF CONDUCT

For Executive Officers and Members

Notes: Executive Officers are required to sign Pages 5-6 (Appendix 2 & 3)
Members and Committee Heads are required to sign Page 7 (Appendix 4)

OUTBURST UK

EXECUTIVE OFFICERS AND MEMBERS CODE OF CONDUCT

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Table of Contents

Introduction	1
Aim	1
Our Values	1
Code of Conduct	1
• Our beliefs & Principles	1
• Consistency & Integrity	1
• Accountability & Transparency	2
• Honesty & Openness	2
• Co-Operation & Consensus	2
• Respectful & Valuing Diversity	2
Responsibilities & Expectations	3
Dealing with possible Conflicts of Interest	3
Finance, Allowances & Expenses	4
Executive Officers Declaration	5
Executive Officers Conflict of Interest Form	6
Members Declaration Form	7
Notes	8-9



Aim

This code of conduct is intended as a way of ensuring that the Executive Officers and Members of Outburst maintain agreed standards of conduct and make clear how they should be dealt with.

Our Values

- We value people having a say in decisions that affect their lives.
- We value the trust we have gained within the voluntary and community sector and the communities they serve.
- Through effective partnership working we respect all those who work with us.
- We strive for sustainable solutions in all that we do.
- We value working with integrity to build relationships based on trust and respect.
- We value diversity and constructive critical dialogue involving diverse views and opinions.
- We value communities identifying their own needs, aspirations and assets.
- We value the principles of social justice and equality.

The Code of Conduct

OUR BELIEFS AND PRINCIPLES

The basis for the code of conduct is a shared set of beliefs and principles that reflect our ethics and are consistent with the aims of the organisation. By owning and following these principles, Executive Officers and Members can know that they are contributing to a collective attempt to improve community development. All Executive Officers and Members are required to sign an Outburst Declaration form. (**Appendix 2**).

CONSISTENCY AND INTEGRITY

Executive Officers and Members of Outburst have a general duty to act in the best interest of the organisation as a whole. Executive Officers and Members are volunteers who commit their time and effort to achieving positive changes, rather than for any financial or other material benefit for themselves or friends and family.

In carrying out their role, decisions made by Executive Officers and Members in making appointments, awarding contracts and carrying out any other business, will always be made on the basis of achieving the best for Outburst and our members. Executive Officers and Members commitment to the values and vision of the organisation will ensure they are able to resist attempts that may be made by outside individuals or organisations to seek influence in inappropriate ways. Before accepting gifts or hospitality it is important to consider whether it may be thought to be influencing judgement.

ACCOUNTABILITY AND TRANSPARENCY

Outburst's Executive Officers have a duty to comply with the law relating to being a director of the organisation, as an Executive Officer. These include the Companies Act 1985, the Charities Act 1993 and the Financial Services Act 1986 (further guidance on legal accountability for Executive Officers is available from the Charity Commission).

Executive Officers and Members are proud to be identified in their association with Outburst and to inform others of their involvement. This means making themselves available and contactable, as opposed to being unseen and unknown. Executive Officers and Members recognise that they are accountable to the public, to our funders and, most importantly, to our members and to our community for the decisions they make. By being recognisable, Executive Officers and Members accept to submit themselves to an appropriate level of scrutiny.

HONESTY AND OPENNESS

Executive Officers and Members are aware of the sensitivity of some information that they will have access to and are committed to handling confidential material with care.

Decisions of the Executive Officers and Members will be made in as open a manner as possible and will seek to avoid any information being withheld unless it is necessary. This includes explaining why decisions have been made and explaining Executive Officers and Members actions.

Executive Officers and Members are honest about any conflict of interest between their roles as an Executive Officer or a Member and any private interest and any potential conflict will be made known. Openness extends to clearly explaining any different roles Executive Officers and Members may play within and outside of Outburst.

CO-OPERATION AND CONSENSUS

In carrying out their role, Executive Officers and Members will try to focus on finding solutions and positive outcomes for sections of our community where we are involved in any exchange. This means valuing and accommodating differences of opinion and attempting to focus on our shared values. Some situations will prove challenging in finding ways forward when differences of opinion exist, however Executive Officers and Members are committed to facing up to this responsibility. Where a decision has to be reached on the basis of the majority view, it will be the responsibility of all Executive Officers and Members to support such a decision as if it were reached by consensus. Executive Officers and Members should also distinguish clearly, when speaking or writing, between personal views and those of Outburst.

RESPECTFUL AND VALUING DIVERSITY

Outburst is committed to promoting equalities, valuing diversity, and challenging discrimination, actively opposing all forms of discrimination on grounds of gender, race, age, disability, sexual orientation, religion or lifestyle. Furthermore Outburst recognises that discrimination is compounded by exclusion within these groups and by geography. Outburst's Executive Officers and Members have a legal duty to comply with legislation relating to diversity and equality, including Race Relations Amendment Act 2000 and Employment Equality (Religion and Belief) Regulations 2003.

Outburst is committed to challenging and combating discrimination as an employer, through all its working practices, and external work, or similar. This commitment extends beyond simply complying with legislation, in seeking to combat injustice and social inequality. Executive Officers and Members are committed to treating everyone equitably, without

prejudice and respecting and celebrating the diversity of opinions, experience and background whilst appreciating that any contribution needs to be constructive, respectful and appropriate. Executive Officers and Members accept responsibility in challenging discrimination, and discriminatory opinions, in representing the organisation, in meetings or in carrying out other work for Outburst.

Responsibilities and Expectations

Outburst will seek to minimise the cost of Executive Officers and Members carrying out their role and will reimburse all reasonable expenses incurred in carrying out the role/duties. Guidelines for finance, allowances of personal expenses and procedures for reclaiming them are included in the Finance, Allowances and Expenses (**Appendix 1**).

Members are expected to attend Outburst sub-committee meetings and to contribute to discussion and decision-making between meetings as far as possible. Unacceptable absence can result in being removed from office.

Outburst will seek to minimise the amount of time required from Executive Officers and Members through the provision of email, telephone and by rotating the location of meetings where and when possible.

Dealing with Possible Conflicts of Interest

Executive Officers and Members should declare any possible conflict of interest where the issue being discussed is:

- of financial interest - that is where a Executive Officer or Member or their friends and family may directly benefit;
- of personal interest or the interest of family and friends - to a point that the decision is likely to be biased as a result;
- likely to be perceived by others as influencing a decision.

In dealing with conflicts of interest, Executive Officers and Members can ask the Executive Officer or Member:

- to leave whilst that item is discussed;
- to remain silent during the discussion;
- allow them to remain and participate in the discussion of that item (whilst recognising that the possible conflict exists).

If Executive Officers and Members are unsure whether a possible conflict of interest exists, they can consult with the Director of other Executive Officers. The general principle and commitment to openness ensures that Executive Officers and Members will consider it better to declare a possible conflict of interest rather than assume that none exists.

Conflict of interest declarations (**Appendix 3**) will be circulated annually and signed by every Executive Officer and Members, and a record of all declared interests will be kept by the Organisation's Secretary. Any changes of personal circumstances that affect an Executive Officer's or Member's interests should be conveyed to the Organisation's Secretary by the next board meeting.

Finance, Allowances and Expense (Appendix 1)

1. Outburst is a voluntary organisation; therefore, it is understood that your time and efforts will not be rewarded in a financial manner.
2. It is the responsibility of the Treasurer to ensure proper accounting for the organisation is maintained at all time.
3. Any expenses incurred with the discharge of duties, will be reimbursed, but should first be cleared with the Board.
4. You are required to produce all invoices, receipts or payment orders for all goods and services.
5. In the case where goods and services are provided and the individual or business haven't produced an invoice or receipt for you, it is seen as your responsibility to ensure that one is created and said individual/business signs and dates the corresponding document.
6. Giving false or misleading information is conduct for removal.
7. You should not place yourselves under any financial or other obligations to outside individuals or organisations that might seek to influence them in the performance of your duties.
8. As well as avoiding actual impropriety, you should avoid any appearance of improper behaviour.
9. You should avoid accepting gifts and hospitality that might reasonably be thought to influence your judgment.
10. All gifts are to be declared to the Board.
11. Any Executive Officer or Member who is aware of or suspects an incident of financial impropriety is to immediately notify an Executive Officer.
12. Executive Officers or Members of Outburst found to have participated in fraudulent or other wrongful acts will be subject to removal and or prosecution if appropriate.

Outburst Executive Officer Declaration (Appendix 2)

I declare that:

I am over 18 years of age

I am not an undischarged bankrupt

I have not previously been removed by a Court or the Charity Commission from being an Executive Officer of a charity

I am not under a disqualification order under the Company Directors Act 1986

I am not disqualified by the Charities Act (S72) from acting as an Executive Officer

I understand and am committed to Outburst's overall aims, beliefs and principles

I accept my responsibilities and duties as an Executive Officer and am committed to acting at all times in the best interests of Outburst.

I have read, understood and agree to follow the code of conduct for Executive Officers

I agree to make any possible conflict of interest known, where it would impact negatively on the organisation

I agree to notify the Organisation's Secretary of any areas of possible conflict on an ongoing basis

Name: _____

Signed: _____

Date: _____

Executive Officers Conflict of Interest Form (Appendix 3)

Outburst Executive Officers will act in the best interests of the organisation and its members. As individuals, Executive Officers have wide-ranging interests in private, public and professional life and these interests may on occasion conflict or overlap. This may be as a provider of goods and services or any other example.

In the interests of openness Executive Officers will review and identify any possible conflicts of interest.

	<u>Yes</u>	<u>No</u>
Have you received any loans from Outburst?	<input type="checkbox"/>	<input type="checkbox"/>
Have you, or people you are connected to (including family and business links), an interest in a contract or other transaction with Outburst?	<input type="checkbox"/>	<input type="checkbox"/>
Have you, or person connected with you, received any material benefit or gain from Outburst?	<input type="checkbox"/>	<input type="checkbox"/>

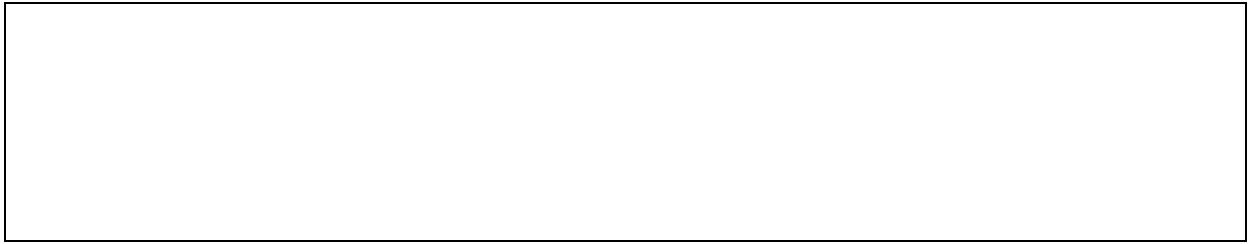
Name: _____

Signed: _____

Date: _____

If you have answered 'yes' to any of the above questions please provide details below:

Please list any areas or subjects which may give result in possible conflicts of interest:



Members Declaration Form (Appendix 4)

I declare that:

I am over 18 years of age

I promise to attend at least one meeting in 3

I understand and am committed to Outburst's overall aims, beliefs and principles

I accept my responsibilities and duties as a Member to acting at all times in the best interests of Outburst

I have read, understood and agree to follow the code of conduct for Members

Name: _____

Signed: _____

Date: _____

Notes

