



Code of Conduct

Morvern Community Development Company

Code of Conduct

Board of Directors

Scope of Code of Conduct

- 1.1 A director must observe the code of conduct of the Board of Directors whenever they-
- a) conducts the business of the organisation
 - b) conducts the business of the office to which they has been appointed, or
 - c) acts as a representative of the organisation.
- 1.2 For the purposes of this code, “meeting” means any meeting of the Board of Directors, its committees and sub-committees.

Obligations of Director

- 2.1. A director must:
- a) treat fellow directors, staff and members of the organisation with a high level of respect and courtesy at all times, and must not discriminate against any person
 - b) not disclose information given in confidence to the board unless required by law to do so.
 - c) not prevent another person from gaining access to information to which that person is entitled by law.
 - d) not conduct themselves in a manner which could reasonably be regarded as bringing their office, the board, or the organisation into disrepute.
 - e) not use their position improperly to confer on, or secure for any person, an advantage or disadvantage
 - f) ensure that the resources of the organisation are used prudently, in accordance with the law and, where appropriate, in compliance with the guidance of the charity regulator.
 - g) ensure that the resources of the organisation are not used for the activities of a registered political party.
- 2.2 When reaching decisions, a director must -
- a) take decisions solely on merit.
 - b) take decisions in the best interests of MCDC and the wider community, and not act to gain advantage for themselves or any organisation that they may also be involved with or which they belong.
 - c) act honestly and declare any private interests or potential conflicts of interest (see below).
- 2.3. Directors must be as open as is possible and practical about decisions made by the board.

2.4. A director must report any conduct by another board member which is believed to be a material breach of this code of conduct to the Chair. In the event that the report relates to the conduct of the Chair, such reports should be submitted to the Vice-Chair.

Personal Interests

3.1 A director will notify the Company Secretary on their appointment as director of any personal interest which may give rise to potential or real conflicts of interest, or as they arise at any time in the future.

The Company Secretary will hold a register of pecuniary and non-pecuniary interests, and this will be available for inspection by the board at any time, and by members on written application. The register will be reviewed and updated annually.

A director **must** declare any conflict of interest, whether previously notified or otherwise, at any meeting where it is likely to arise, and will accept the ruling of the Chair of meeting as to whether or not they should take further part in discussion or decision on that item. The declaration and actions taken must be recorded in the minute.

3.2 Other directors are responsible for pointing out and ensuring that all conflicts of interest are raised and avoided.

Registration of Gifts and Hospitality

4.1 A director must notify the Company Secretary of the existence and nature of any gifts, benefits or hospitality offered, whether accepted or declined, from any relevant authority, any member of a relevant authority or any other relevant organisation or person, over the value of £25.00.

By signing this code of conduct you confirm you understand that if you fail to comply with this code of conduct the Board will review if it is no longer appropriate for you to hold the post of director and you may be required to resign from your role as a director of MCDC.

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Print Name

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Signature

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Date