

IPSE CC MEMBER'S CODE OF CONDUCT

GENERAL

1. I will abide by the Articles of Association, the Rules of IPSE, the Companies Act 2006 (as amended), the law and the policies and procedures of the organisation.
2. I will respect organisational, board, CC, and individual confidentiality.
3. I will strive to serve the members of IPSE to the highest possible standards.
4. I will endeavour to seek out the voice of the membership and relay their opinions and concerns wherever possible back to the CC and the board.
5. I will be responsible and accountable for my actions as a member of the Consultative Council and will submit myself to whatever scrutiny is appropriate.

MANAGING MY INTERESTS

6. I will not take improper advantage of the position as a CC member to gain, directly or indirectly, a personal advantage or an advantage for any associated person which may cause detriment to the company.
7. I will act in the best interests of IPSE as a whole, and not as a representative of any one group.
8. I will ensure my actions avoid bringing IPSE into disrepute, and consider what is best for IPSE and its present and future beneficiaries.
9. 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 IPSE policy.
10. I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

MEETINGS

11. The Consultative Council meets not less than 3 times per year and I am expected to attend all meetings of the Consultative Council.
12. If I am unable to attend a meeting, I will notify the CC Chair or Secretary of my apologies.
13. If I miss (without apology / notice) two consecutive meetings of the Consultative Council, I will meet with the CC Chair or Secretary to discuss whether my office as a CC member should be vacated.
14. I will prepare fully for all meetings and work for the organisation. 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.
15. 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.
16. I will actively participate in the collective decision-making process.

RELATIONS WITH OTHERS

17. I recognise that the roles of Board Directors, CC members and staff of IPSE are different, and I will seek to understand and respect the difference between these roles.
18. I will seek to ensure my actions do not cause discomfort or distress to any member of IPSE, its officers and employees.
19. I will endeavour to work considerately and respectfully with all those I meet through IPSE. I will respect diversity, different roles and boundaries, and avoid giving offence.

20. I will be truthful and transparent in my communications.
21. I will display personal and professional integrity in my dealings with those I meet through IPSE.
22. I understand that there should be no difference between my conduct online or in person.

LEAVING THE CONSULTATIVE COUNCIL

23. I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being removed from the Consultative Council.
24. I understand that a majority of the CC may ask the Board of Directors to consider the termination of my IPSE membership under Article 2.6. The Board of Directors are not bound to terminate my IPSE membership following such a request from a majority of the CC.
25. Should this happen I will be given the opportunity to be heard.
26. If I wish to cease being a member of the Consultative Council of IPSE at any time, I will inform the CC Chair in advance in writing, stating my reasons for leaving.