NICE Nairn (Nairn Improvement Community Enterprise Board of Directors' Code of Conduct and Consent Form

As a director of NICE Nairn, I promise to abide by the fundamental values that underpin all the activities of this organisation. These are:

Accountability

Everything NICE Nairn does will be able to stand the test of scrutiny by the public, the members, OSCR, HMRC, funders, and the courts.

Integrity, honesty and mutual respect

These will be the hallmarks of all conduct when dealing with colleagues, both within NICE Nairn and with individuals and institutions outside it.

Transparency

NICE Nairn strives to maintain a culture of openness throughout the organisation to promote confidence of the public, members, staff, OSCR and HMRC.

Additionally, I agree to the following:

1. I accept the responsibilities of this position, and as a Director will strive to act in the best interests of NICE Nairn, ahead of any other professional or personal interest.

2. I will support NICE Nairn's stated mission and objectives, values and principles and consider in this role what is best for the organisation and its beneficiaries, and will not bring NICE Nairn into disrepute through my words or actions.

3. I will familiarise myself with NICE Nairn's governing documents and organisational policies and act in accordance with their terms and any relevant legislation at all times

4. I will keep up to date with NICE Nairn's activities and its operating environment. I will take an active interest in the organisation's public image, noting media coverage about NICE, similar organisations or important issues for Nairnshire.

5. I will manage any potential conflicts of interest effectively. I will declare all relevant interests that might be viewed by others as a conflict of interest, on my appointment as a Director and during meetings of the Board. I will submit to the judgement of the NICE Board and do as it requires regarding potential conflicts of interest

6. I will work considerately and respectfully with everyone that I am in contact with, in my role as Director, respecting diversity, different roles and opinions, and avoiding personal offence.

7. I will respect organisational, board and individual confidentiality.

8. I will attend NICE meetings and prepare fully by reading agendas and supporting papers shared with me. I will notify my apology to the Secretary or Chair if I cannot attend.

9. I will actively engage in discussion and debate at meetings, listening carefully, challenging sensitively, and avoiding conflict. I will maintain a respectful attitude toward the opinions of others while making my voice heard.

10. I will honour the authority of the Chair and respect his or her role as meeting leader.

11. I will act collectively at meetings and accept a majority decision.

12. I will participate in induction, training and development activities for Directors.

13. I will continually seek ways to improve board governance practice and support the Chair in his/her efforts to improve organisational leadership.

14. I am not disqualified by law from acting as a charity trustee or a company director and I will sign an annual declaration that I continue to be eligible to act as a trustee.

15. I will not break company law or go against charity regulations in any aspect of my role of trustee.

16. I will not speak, or post as a trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the Board. When consent has not been obtained in advance, I will inform the Chair at once.

17. When I am speaking or posting as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.

18. When speaking or posting as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.

19. I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so, either as a result of my actions or throug negligence.

20. I will document expenses and seek reimbursement according to procedure and I will not accept substantial gifts or hospitality without prior consent of the Board

21. I will use organisational resources responsibly, when authorised, in accordance with procedure.

22. I will strive to identify good candidates for trusteeship and appoint new directors on the basis of merit.

23. I will support NICE staff and volunteers in their roles

24. I will strive to embody the principles of leadership in all my actions as a trustee and live up to the trust placed in me by NICE Nairn

25. I understand that substantial breach of any part of this code may result in my removal from the trustee board.

26. On leaving the Board, I will not disclose or use any information gained in my position as Director and Trustee of NICE Nairn.

27. Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resignation

Print Name_____ Sign_____ Date _____

By completing this form and submitting it to NICE Nairn you are consenting for this form and the data within to be processed and stored by NICE Nairn in order for it to fulfil its functions as a community development trust. You are also consenting to receive communications from NICE Nairn. Under the General Data Protection Regulation 2016 you can request to see any data held on you at any time, simply get in touch with NICENairn on enquiries@nicenairn.org.uk