

Crowthorne Reduce Our Waste (CROW) Committee CODE OF CONDUCT POLICY

I will respect and uphold the values of CROW:

- **Inclusiveness** – we recognise that diversity is strength and will seek to involve all people, as active participants in their community.
- **Responsive** – we will strengthen the efforts of individuals and groups to meet community needs and make a difference.
- **Quality** – we will strive for excellence in the delivery of our services and activities.
- **Connected** – we will work with others through local and regional links and partnerships to enhance community well-being.
- **Accessible** – we will provide fair and open access to events, activities and opportunities.
- **Forward looking** – we will recognise the need for continual review and improvement.
- **Impact focused** – we believe that success is measured by outcomes and will seek to deliver results that benefit both individuals and the community.

GENERAL

- I will act within the Constitution of CROW and the law and abide by the policies and procedures of the organisation.
- I will support the objectives of CROW, championing the efforts, using any skills or knowledge I have to further those objectives and seek expert advice where appropriate.
- I will be an active Committee Member, making my skills, experience and knowledge available to CROW and seeking to do what additional work I can outside the meetings, including participating in/leading events.
- I will respect the Committee and individual's confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of CROW and its environment. This will include an understanding of how CROW operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- I will use CROW's resources responsibly, and when claiming expenses will do so in line with CROW procedures.
- I will seek to be accountable for my actions as a Committee Member of CROW and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that CROW is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

MANAGING INTERESTS

- I will not gain materially or financially from my involvement with CROW unless specifically authorised to do so.
- I will act in the best interests of CROW as a whole, and not as a representative of any group – considering what is best for CROW and its present and future beneficiaries and avoiding bringing CROW into disrepute.
- 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.
- I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

MEETINGS

- I will attend all appropriate meetings and other appointments for CROW or give apologies. If I cannot regularly attend meetings, I will consider whether there are other ways I can engage with CROW.
- 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.
- 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.
- I will participate in collective decision making, accept a majority decision of the Committee and will not act individually unless specifically authorised to do so.

GOVERNANCE

- I will actively contribute towards improving the governance of the Committee by participating in the induction and training of new Committee Members and sharing ideas for improvement.
- I will help to identify good candidates for the Committee, and, with my fellow Committee Members, will appoint new Committee Members in accordance with agreed selection criteria.

RELATIONS WITH OTHERS

- I will endeavour to work considerately and respectfully with all those I come into contact with at CROW. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of the Committee Members and members of CROW are different, and I will seek to understand and respect the difference between these roles.
- Where I also volunteer with the organisation, I will maintain the separation of my role as a Committee Member and as a volunteer.
- I will seek to support and encourage all those I come into contact with at CROW. In particular I recognise my responsibility to support the Chair.
- I will not make public comments about the organisation unless authorised to do so. Any public comments I make about CROW will be considered and in line with the agreed messaging, whether I make them as an individual or as a Committee Member.

LEAVING THE COMMITTEE

- 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 asked to resign from the Committee.
- Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign, I will accept the majority decision of the Committee in this matter and resign at the earliest opportunity.
- If I wish to cease being a Committee Member of CROW at any time, I will inform the Chair in advance (giving as much notice as possible) in writing, stating my reasons for leaving.

Signed

Name

Date
