



PCRS-UK Code of Conduct

Organisational values

As a trustee, committee member, staff member or regular paid contractor, I promise to abide by the fundamental values that underpin all the activity of the PCRS-UK. These are:

Accountability

Everything PCRS-UK does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, Parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within PCRS-UK and equally when dealing with individuals and institutions outside it.

Transparency

PCRS-UK strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and Parliament.

Additionally, I agree to the following points:

Law, mission, policies

- I will not break the law or go against charity regulations* in any aspect of my role of trustee, member of staff, contractor
- I will support the mission and consider myself its guardian.
- I will abide by organisational policies.

Conflicts of interest

- I will always strive to act in the best interests of the organisation.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

Person to person

- I will not break the law, go against charity regulations* or act in disregard of organisational policies in my relationships with fellow trustees, staff, committee members, members, contractors or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role in PCRS-UK.

Protecting the organisation's reputation

- I will not speak as a trustee or representative of the PCRS-UK to the media or in a public forum without the prior knowledge and approval of the CEO, PCRS-UK Executive Chair or Chair Trustees.
- When prior consent has not been obtained, I will inform the Chair Trustees, PCRS-UK Executive Chair or CEO at once when I have spoken as a trustee or representative of the PCRS-UK to the media or in a public forum.
- When I am speaking as a trustee or representative of the PCRS-UK, my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen or health professional I will strive to uphold the reputation of the PCRS-UK and those who work in it.
- I will respect organisational, board and individual confidentiality.
- I will take an active interest in the PCRS-UK's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

Personal gain

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence. As a staff or Committee member, or paid contractor I will only personally gain financially in accordance with signed employment or service agreements
- I will document expenses and seek reimbursement according to procedure.
- I will not accept substantial gifts or hospitality in relation to my role for the PCRS-UK.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

In Trustee or Committee Meetings

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by PCRS-UK
- I will abide by board governance procedures and practices.
- I will strive to attend all Trustee or Committee meetings, giving apologies ahead of time to the Chair if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the meeting unless authorised by the Chair or board to speak of it.

Enhancing governance and organisational effectiveness

- I will participate in induction, training and development activities for trustees, committee and/or staff members
- I will continually seek ways as a Trustee to improve board governance practice
- I will strive to identify good candidates for trusteeship and /or committee membership and recommend new trustees or Committee members on the basis of merit.
- I will support the Chair in his/her efforts to improve his/her leadership skills.

- I will support the CEO in his/her executive role and, with my fellow Trustees seek development opportunities for him/her.

Leaving the board or Committee

- I understand that substantial breach of any part of this code may result in my removal from the trustee board or Committee
- Should I resign from the board or Committee I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally (trustees only), I will participate in an exit interview.

The Primary Care Respiratory Society, formerly known as the *General Practice Airways Group*, is a registered charity (Charity No: 1098117) and a company limited by guarantee registered in England (Company No: 4298947)

VAT Registration Number: 866 1543 09

Registered offices: 2 Wellington Place, Leeds, LS1 4AP

Address for correspondence: PCRS-UK, Smithy House, Waterbeck, Lockerbie, DG11 3EY

Telephone: +44 (0)121 351 4455 **Facsimile:** +44 (0) 121 336 1914 **Email:** info@pcrs-uk.org **Website:** <http://www.pcrs-uk.org>

The Primary Care Respiratory Society UK is grateful to its corporate supporters including Allen & Hanburys, AstraZeneca UK Ltd, Boehringer Ingelheim Ltd / Pfizer Ltd, Chiesi Ltd, MSD UK, Napp Pharmaceuticals, Nycomed UK Ltd, Pfizer Vaccines and, Teva UK Limited for their financial support which supports the core activities of the Charity and allows the PCRS-UK to make its services either freely available or at greatly reduced rates to its members.