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**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 to 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 organizational 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.
* I will respond to requests for information, input or decisions from PCRS-UK staff/contractors in a timely fashion and will notify PCRS-UK of any extended absence

**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.

Updated: April 2014

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**Terms of Appointment to PCRS-UK Committee or other key position**

**(To be completed by anyone member joining a PCRS-UK committee or appointed to other key position)**

I accept my appoint to (XXX Committee / role) and agree to:

1. Treat as secret and confidential, and not at any time for any reason to disclose or permit to be disclosed to any person or persons, or otherwise make use of or permit to be made use of, any information relating to the Charity’s business affairs or finances (as the case may be) where knowledge or details of the information was received as a result of this appointment.
2. Duly observe all my obligations under the Data Protection Act which may arise in connection with this appointment, and fully co-operate with the Charity (as far as may reasonably be required) in complying with the Data Protection Act. Data collected on behalf of the Charity shall not be disclosed to any third party without prior written consent.
3. Ensure locum, travel and other costs incurred in fulfilling this appointment, are agreed in advance with the Chief Executive (or other to be specified). No payment for any expenses will be made in the absence of documentary evidence supporting the expenses claimed.
4. Take sole responsibility for and account to the appropriate authorities for all tax, including Value Added Tax, Income Tax, National Insurance Contributions or similar contributions in respect of any payments made to me by the PCRS-UK and keep the Charity fully indemnified in respect thereof.
5. Take seriously my responsibilities as a committee member and in particular ensure I:
6. Adhere to all relevant PCRS-UK policies & procedures, including but not limited to those listed below iii) - v)
7. Notify the PCRS-UK office (via [info@pcrs-uk.org](mailto:info@pcrs-uk.org)) of any extended absence over two weeks and provide advance notice. I am are unable to attend a formal committee meeting (dates for formal meetings are confirmed 12 months in advance). The PCRS-UK office will ensure the Chair of the Committee is informed.
8. Respond to requests for information, input or decisions from PCRS-UK staff/contractors by the stated deadline or within 2 weeks of the request being issued.
9. Read papers provided for meetings in advance of the meeting (papers are issued at least one week in advance of a formal face to face meeting).

In addition, I confirm

1. I am not and have not been a full or part-time employee of or paid consultant to, the tobacco industry, or received sponsorship or payment in kind from the tobacco industry at any time during the previous 10 years;
2. I am not employed as the predominant form of my work by other respiratory/ primary care charities (elected positions only);
3. I have read and will abide by the PCRS-UK Code of Conduct;
4. I have read and will abide by the PCRS-UK Conflicts of interest policy;
5. I have read and will abide by the PCRS-UK Policy on bribery

**Signed**

**Name**

**Date**

Last updated: June 2014