

Policy Number: **G19**

Policy Title: **Governance
Board and Staff Code of Conduct**



Date of First Adoption: March 2009
Date of Amendment: February 2016
Date of Next Review: March 2019

Related Document: GMP Constitution
Related Policies: G02 GMP Board Charter
G02.3 Role of GMP Board Members
G04 Boundary Policy
G10 Complaints
B01.3 Service-Advice-Contacts by Board Members

Preamble

Global Mission Partners is committed to high standards in all of its activities.

These standards include personal, ethical, operational and governance dimensions.

All staff, volunteers and Board Members will sign a Code of Conduct indicating their acceptance of these standards. The Code of Conduct will provide the Board members and staff of GMP with consistent guidelines for an acceptable standard of professional conduct.

The Code addresses the broader issues of ethical responsibility and encourages transparency and accountability.

It is based on the assumption that the Christian ethos underlies all core values of GMP. The intent of this Code of Conduct is that all Board members and staff will be fair, use and share power for the common good and act in a non-discriminatory manner

The Code incorporates the following fundamental aims to result in:

- (a) Better decision-making;
- (b) Greater Board membership participation in the decisions and affairs of GMP
- (c) Greater accountability;
- (d) High levels of ethical behaviour, and;
- (d) More efficient and effective governance.

Dimensions of the Code:

1. **Conflict and Disclosure of Interest**

1.1 **Conflict of Interest**

- (a) Board members and staff will ensure that there is no actual (or perceived) conflict between their personal interests and the impartial fulfilment of their duties.
- (b) Staff will not engage in private work with, or for, any person or body with an interest in a proposed or current contract with GMP, without first making disclosure to the Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Board members will lodge written notice with the Chairperson and the staff with the Executive Director and excuse themselves from any discussion where the matter affects any property or other substantial asset in which he/she intends dealing or has an interest of any kind, other than as a part of a community of interest, once the party becomes aware of the link.
- (d) Board members and staff who exercise recruitment, or other discretionary functions, will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan activities that could cast doubt on their neutrality and impartiality in acting in their professional capacity.

1.2 **Pecuniary Interest**

Board members, volunteers and staff will disclose any pecuniary interest in any matter that impacts upon the operations and decision making of GMP.

1.3 **Disclosure of Interest**

(a) In addition to disclosure of financial interest, Board members, volunteers and staff, including persons under a contract for services who are:-

- attending a Board meeting; or
- giving advice to a Board meeting;

Are required to disclose any interest they have in a matter to be discussed at the meeting that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected.

(b) Where an interest must be disclosed under (a) above, the disclosure is to be made immediately before the matter is discussed or at the time the advice is given, and if in a meeting it is to be recorded in the minutes of the meeting.

2. **Personal Benefit**

2.1 Use of Confidential Information

Board members, volunteers and staff will not use confidential information to gain advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

2.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to GMP upon its creation unless otherwise agreed by separate contract.

2.3 Improper or Undue Influence

Board members, volunteers and staff will not take advantage of their position to improperly influence other Board members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

3. Conduct of Board Members and Staff

3.1 Personal Behaviour

(a) Board members, volunteers and staff will:

- (i) Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- (ii) Perform their duties impartially to serve the common good and in the best interests of GMP, uninfluenced by fear or favour;
- (iii) Act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of good governance
- (iv) Make no allegations which are improper or derogatory and refrain from any form of conduct, in the performance of their official or professional duties, which may cause the GMP or any reasonable person unwarranted offence or embarrassment;
- (v) Provide for advocacy and the fair resolution of grievances and complaints brought by staff and GMP Board members.

(b) Board members will represent and promote the interests of GMP.

(c) Board members, volunteers and staff will respect the rights of individuals and groups and their right to be different.

- (d) Board staff and volunteers will be committed to the Protection of Children and have a satisfactory National Police Clearance.

3.2 Honesty and Integrity

Board members, volunteers and staff will:

- (a) Observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) Bring to the notice of the Chairperson any dishonesty, or possible dishonesty, on the part of any other Board member and in the case of volunteers or staff, to the Executive Director;
- (c) Be frank and honest in their official dealing with each other;
- (d) Avoid making commitments that may bias their judgment or compromise the performance of their duties.

3.3 Performance of Duties

- (a) While on duty, staff and volunteers will give their time and attention to GMP business and ensure that their work is carried out efficiently, economically and effectively and that their standard of work reflects favourably both on them and on GMP.
- (b) Board members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Board members will be as informed as possible about the functions of GMP.

3.4 Compliance with policy

- (a) Board members, volunteers and staff will give effect to the lawful policies of GMP, whether or not they agree with, or approve of them.

3.5 Administrative and Management Practices

- (a) Board members, volunteers and staff will ensure compliance with proper and reasonable management and administrative practices and conduct.
- (b) Board members, volunteers and staff recognise the division of responsibilities inherent in the GMP structure and in particular, the distinction made between the policy formulation role of the Board and the daily management roles of the Executive Officer and staff.
- (c) In order to maintain good management practice, Board members will address all requests which involve staff or volunteers in work activity through the Executive Officer.

- (d) Nothing in this code precludes Board members from making routine contact with volunteers or staff to seek information or clarify issues within their portfolios, but directions to carry out routine tasks must be made by the Executive Officer or his delegate.

3.6 Corporate Obligations

- (a) All aspects of communication (including verbal, written or personal), involving GMP activities should be accurate, polite and professional.
- (b) Board members, volunteers and staff will recognise that others have a right to know about decisions and actions that affect them and provide information that enables people to make informed decisions themselves.
- (c) The primary spokespersons for the Board are the Chairperson and Executive Officer who will maintain a close liaison in this context.

3.7 Protective Care

- (a) Board members, volunteers and staff will exercise a duty of care to the public, to do good to others and ensure that any potential harm is minimised; and
- (b) Board members, volunteers and staff will uphold the interests of all, including those at risk in the community with respect to services provided.

3.8 Conduct in meetings

- (a) Board members, volunteers and staff will conduct themselves at all times in accordance with the policies laid down by the Board in relation to the conduct of meetings. The principles of equity and justice shall apply to all debate and the role of the Chairperson in facilitating decision making process will be respected.
- (b) Attendance – Board members are expected to make every effort to attend all Board meetings – extended absences without a valid reason may lead to a request for an explanation to the Chairperson.

4. Dealing with Property

4.1 Use of GMP Resources

Board members, volunteers and staff:

- (a) Be scrupulously honest in their use of GMP resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;

- (b) Use GMP resources entrusted to them effectively and economically in the course of their duties; and
- (c) Not use GMP resources for private purposes, other than when supplied as part of a contract of employment, unless properly authorised to do so and appropriate payments are made, as determined by the Executive Officer.

4.2 Travelling and Sustenance Expenses

Board members, volunteers and staff will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of GMP in accordance with Board policy.

4.3 Access to Information

Board members, volunteers and staff will ensure that Board members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as Board members.

5. Violation of this Code

- 5.1 Violation of this Code of Conduct will not be tolerated and may, in accordance with relevant legislation, lead to internal disciplinary actions, dismissal or even criminal prosecution.
- 5.2 Complaints about breaches of the Code of Conduct should be lodged immediately and in accordance with the Complaints Policy.
- 5.3 Staff or volunteers making false accusations against other staff, volunteers or partners will be subject to disciplinary action.