

*Development Co-operative Limited*

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*Registered as a co-operative society with the FCA number 32418R*

## DC Code of Conduct Policy

Code of Conduct for Members, Associates and Staff

### 1. Introduction

- 1.1. Development Co-operative Limited seeks to maintain the highest standards of conduct and integrity at all times.
- 1.2. Development Co-operative Limited will do all we can to promote high standards of conduct, quality and value for money in its activities. It is entitled to require the highest standards from all of its staff, Members and Associates
- 1.3. The Code applies to staff and any Members or Associates contracted to deliver work on behalf of Development Co-operative Limited. We believe that openness, as to matters which might affect its standing, will help to protect staff, Members and Associates from misunderstanding, criticism, or risk of suspicion.
- 1.4. The purpose of the Code is to give guidelines which will help to maintain and improve standards. It supplements any other relevant legal requirements.

### 2. Confidentiality of Information

- 2.1. We respect the confidentiality of information relating to the private affairs of its staff, Members and Associates. All such information shall be treated in confidence and shall not be given to any person without the prior consent of the person concerned.

### 3. Personal Interests

- 3.1. Staff, Members and Associates should disclose any interests which they deem to be in the organisation's best interests to disclose.
- 3.2. Staff, Members and Associates shall declare any pecuniary or other personal interest in any contract or other matter which is to be considered by the Board or its members. If the interest is pecuniary, or a clear and substantial non-pecuniary interest, the employee or Board Member shall withdraw from the meeting while the matter is under discussion and the Board Member shall not vote on the matter.
- 3.3. Staff, Members and Associates should not use any material or facilities belonging to the organisation or information obtained by virtue of their position in the organisation for personal gain, nor make them available (other than in the normal course of their duties for the organisation to any other person or organisation.
- 3.4. To help protect themselves from the risk of allegations of impropriety, staff, Members and Associates should notify the Chair if they are a member of any organisation that is not open to the public except by formal membership and commitment of allegiance, and which has secrecy about its rules of membership or conduct, for example the Freemasons.

### 4. Equality Issues

- 4.1. All staff, Members and Associates of the organisation, and any person with whom the organisation has a working relationship, have a right to be treated with fairness and equity, and without discrimination or harassment, irrespective of their age, gender, race religion, colour, language, marital status, sexuality, or any disability.

### 5. Appointment and other Employment Matters

- 5.1. Staff, Members and Associates involved in employee appointments, should ensure that

these are made solely on the basis of merit. It would be unlawful for the organisation to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, staff, Members and Associates should not be involved in any appointment if they are related to an applicant, or have a close personal relationship\* outside work with him or her.

## **6. Hospitality, Gifts, Fee Income etc.**

- 6.1. Staff, Members and Associates shall treat with caution any offer of a gift, favour or hospitality that is made to them personally, particularly by persons or organisations seeking, or with whom the organisation has, a commercial relationship.
- 6.2. Hospitality may at times be appropriate in the course of doing business, provided that no extravagance is involved. Offers to attend purely social or sporting functions may be accepted only if the organisation should be seen to be represented.
- 6.3. Staff, Members and Associates should not accept significant personal gifts or favours from contractors, suppliers, or those seeking a commercial relationship with the organisation. Modest gifts such as inexpensive items of equipment or advertising material bearing the giver's insignia may be accepted if they are of benefit in the working environment.
- 6.4. Staff, Members and Associates shall report all gifts and significant hospitality received or given by them.
- 6.5. Any fee income or other remuneration offered to staff or Associates by virtue of his/her position with the organisation shall be given to the organisation.

## **7. Sponsorship**

- 7.1. Where an outside organisation is seeking (whether by invitation or otherwise) to sponsor an organisation activity, or obtain sponsorship or endorsement by the organisation to any activity or event, the basic conventions concerning acceptance of gifts or hospitality apply.
- 7.2. Staff, Members and Associates should notify the Board if they, or someone with whom they have a close personal relationship, would benefit from any activity.

## **8. Contracts**

- 8.1. Orders and contracts must be awarded on merit and by fair competition in accordance with the organisation's financial procedures. No special favour should be shown to businesses run by anyone with whom any current member of staff or Associates of the Agency has a close personal relationship<sup>1</sup>, or in which such person is employed in a senior management capacity. Staff, Members and Associates should notify the Chair if they have, currently or in the recent past, a business or close personal relationship with any contractor or potential contractor of the organisation.
- 8.2. Staff, Members and Associates with knowledge of confidential information on tenders or costs for any contract should not disclose that information to any outside body.

\* A close personal relationship can be that of a relative, spouse, partner or friend.