



The Hellenic Community of Edinburgh (SC048115)

Code of Conduct

Introduction

- 1.1 This is the Code of Conduct for the Hellenic Community of Edinburgh (HCE) Council Members.
- 1.2 It is in line with HCE Constitution's clause 85.
- 1.3 This Code of Conduct is supplemental to the provisions relating to the conduct of HCE Council Members contained in HCE's Constitution and the duties imposed on HCE Council Members under the Charities and Trustee Investment (Scotland) Act 2005.

Remit

- 2.1 This Code of Conduct applies to all HCE Council Members.
- 2.2 HCE Council Members must comply with the Remit, Principles and Rules of this Code of Conduct.
- 2.3 Acceptance of appointment as a Member of the HCE Council means acceptance of this Code of Conduct.
- 2.4 HCE Council is responsible for enforcing this Code of Conduct and in line with HCE's Constitution.
- 2.5 HCE Council Members, being Charity Trustees, must comply – above all – with the Charities and Trustee Investment (Scotland) Act 2005 and in particular Chapter 9 on Charity Trustees (<https://www.legislation.gov.uk/asp/2005/10/part/1/chapter/9>).

Principles

- 3.1 HCE Council Members:
 - 3.1.1. Should act solely in terms of HCE's interest.
 - 3.1.2. Must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their HCE work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any likely conflict based on interests and/or relationships.
 - 3.1.3. Must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
 - 3.1.4. Should act and take decisions in an open and transparent manner. Information should not be withheld from the Council unless there are clear and lawful reasons for so doing.
- 3.2 HCE Council Members are accountable to the Council, as a collective, for their decisions and actions and must submit themselves to the Council's scrutiny necessary to ensure this.
- 3.3 HCE Council Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Rules

HCE Council Members:

- 4.1 Must not misuse information gained in the course of HCE Council membership for personal gain or otherwise.
- 4.2 Must not disclose any information, which is confidential in nature or which is provided in confidence or forms part of HCE Council's business (for example, HCE Council meeting minutes)



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- and/or associated artefacts and/or written (electronic or otherwise) communication related to HCE Council's business) without authority from the Council. This duty continues to apply after a HCE Council Member has left the Council.
- 4.3 Should play a full and active role in the work of the Council, fulfilling their duties and responsibilities responsibly and, at all times, acting in good faith and in the best interests of the Council.
 - 4.4 Should promote an inclusive and diverse culture in the Council and their actions should help create an environment where different perspectives and backgrounds are encouraged and valued. HCE Council can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that all can make mistakes, and blaming each other doesn't get HCE Council anywhere.
 - 4.5 Celebrate diversity. Discrimination of any sort – in particular, regarding sex or gender identification, ethnicity, and disability – will not be tolerated.
 - 4.6 Must choose their words carefully and always conduct themselves professionally. Be kind to others. Do not insult or put down others. Must not harass, bully or act inappropriately towards or discriminate towards others. Such behaviour is not consistent with what is expected of them as an HCE Council Member and will not be tolerated.
 - 4.7 Must be respectful and treat each other with dignity. HCE Council Members won't all agree all the time, but disagreement is no excuse for disrespectful behaviour. All may experience frustration from time to time, but HCE Council Members cannot allow that frustration to become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.
 - 4.8 Should respect the principle of collective decision-making and HCE's responsibility. This means that HCE Council Members will support the legitimacy and authority of the final determination of the Council on any matter, irrespective of the HCE Council Member's personal position on the issue. HCE Council operates by HCE Council Members taking majority decisions at quorate meetings. Therefore, a decision of HCE Council, even when it is not unanimous, is a decision taken by HCE Council Members collectively and each individual HCE Council Member has a duty to stand by it whether or not they were present at the HCE Council meeting when the decision was taken.
 - 4.9 Ensure solidarity as HCE Council's driving force. HCE Council Members do not get involved in activities that undermine HCE Council's and HCE's prestige.
 - 4.10 Ensure that HCE Council's work is carried out in a spirit of mutual trust and respect. HCE Council meeting minutes record the agreed decisions. Any electronic recording of HCE Council's deliberations can only be approved by HCE Council's President and the majority agreement of the attending Council Members.
 - 4.11 Where they use any social media accounts, personal or HCE official ones, and make reference or link to HCE Council business or their HCE Council role or other HCE Council Members, should take care to ensure that it is clear in what capacity they are acting, what message they convey and in line with 4.2 above.