

5.3 Code of Conduct for Members

1. Purpose

The Association Board and Management team is firmly committed to ensuring that Boundless by CSMA Members observe the highest standards of ethical behaviour and conduct.

This Code of Conduct is consistent with Boundless by CSMA Values and the Association seeks to operate in an environment where people show respect for others and their property.

2. Scope

A Member must observe the Code of Conduct whenever s/he acts as a representative of the Association, or their actions can be linked to the Association, therefore, the Code will apply whenever a member is carrying out official duties, and in all dealings with other Members and/or Staff Members of Boundless by CSMA.

3. The Code of Conduct - General Obligations

Members are expected to set a standard of honesty, fairness, integrity, diligence and competency in all that they do, and avoid conduct damaging to the character, good name or interests of the Association, and any behaviour that would reflect adversely on the Association.

Members must promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability.

Members must not disclose information given to them in confidence by anyone, without the consent of a person authorised to give it, or unless s/he is required by law to do so.

Members must not, in their official capacity or otherwise, commit a criminal offence or conduct themselves in a manner that could reasonably be regarded as bringing the Association into disrepute.

Members must not, in their official capacity or otherwise, take advantage of property, information or position, or opportunities arising from these, for personal gain or to compete with the Association.

Boundless by CSMA encourages all Members to co-operate in establishing and maintaining safe and healthy working conditions and avoid any action which may be detrimental to the health and safety of themselves or others, or which would adversely affect the Boundless by CSMA assets.

4. Member/Staff Members Relationships

For the effective conduct of Association business, there must be mutual respect, trust and courtesy in all meetings and contacts, both formal and informal, between Members and Staff Members. It is very important that both Members and Staff Members remember their respective obligations to the Association and do what they can to avoid unjust criticism of Members or Staff Members, at any time.

A Member should not apply undue pressure on a Staff Member either to do anything that s/he is not empowered to do or to undertake work outside of their contract of employment.

Similarly, a Staff Member must neither seek to use undue influence on an individual Member to make a decision in their favour nor raise personal matters to do with their job nor make claims or allegations about other Staff Members.

5. Redress

If a member considers that they have not been treated with proper respect or courtesy by a Staff Member they should raise this with the Club Leader in the first instance, who will discuss the matter with the People and Culture Department and the Staff Member's Line Manager.

If a Staff Member feels the same way about a member, they should raise the matter with their Line Manager and the People and Culture Department without delay - especially if they do not feel able to discuss it with the Member concerned. In such circumstances the People and Culture Department will discuss the matter with the Club Leader.

Staff Members' conduct is subject to the application of the Association's employment policies and procedures. In view of this, if a Staff Member is found to be in breach of these, they may be subject to disciplinary action.

Members' conduct is subject to the application of the Code of Conduct. Where there is a perceived breach of the Code of Conduct then the Code of Conduct Grievance procedure must be used.