

Code of Conduct (National & Regional)

This Code of Conduct applies to the following officers and committee members:

- President
- Vice President
- National Committee
- Any Sub-Committee/Advisory Group established by the Board of Directors
- Regional Committees & their officers

They are collectively referred to herein as 'Persons Bound'.

1. Introduction

This Code of Conduct sets out in written form the agreed ethical standards that inform the conduct of persons bound both collectively and individually, in performing their functions and duties.

AIRC encourages 'best practice' through its commitment to providing an environment that demonstrates dignity and respect and understanding for individual's rights, safety and welfare.

This code sets out the standards of conduct and performance for all Persons Bound to adhere to.

2. Standards

The following are the basic standards Persons Bound are expected to adhere to:

- Persons Bound must be conscious of the fact that as an officer holder or committee member, you are representing AIRC. Consequently, Persons Bound must display high standards of behaviour.
- All Persons Bound are required to act with integrity and must never engage in fraudulent or dishonest activity at any time.
- Persons Bound must always act in the best interest of the AIRC.
- Persons Bound must demonstrate leadership by promoting and supporting the application of the Code of Conduct.

3. Values

3.1 Dignity and Respect

- Persons bound must respect the rights, dignity and worth of each person in their right to self-determination.
- Specifically, Persons Bound must ensure to treat everyone equitably and sensitively within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion, political beliefs or socio-economic status.
- Persons Bound should respect one another and expect respect for their worth regardless of their role within the Association.
- Persons Bound must act in a professional and courteous manner and must ensure their actions, words or gestures do not breach the protected areas covered under Equality Acts (Protected areas covered under the Equality Acts are: gender, civil status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller Community).

3.2 Commitment

- Persons Bound must become familiar with and committed to the responsibilities of their respective officer and/or committee members.
- Persons Bound must devote sufficient time preparing for and attending meetings. They should attend meetings in a punctual manner and stay present until they conclude.
- Persons Bound must actively participate in meetings.

- Persons Bound should identify and promptly explicit any actual, potential or perceived conflicts of interests affecting them. Persons Bound are bound by the AIRC Conflict of Interest/Conflict of Loyalty Policy.
- Persons Bound are obliged to abide by the decisions of their fellow members. From time to time, individual members may disagree with the decision of their respective groups or committee, it is important that decisions are represented properly outside of the committee by its members.

3.3 Confidentiality

- Persons Bound by the nature of their work, which they undertake, are privy to considerable information, which may be unproven, sensitive, controversial and of commercial value or interest.
- Therefore, it is expected that Persons Bound shall not disclose to a third party having no direct association with AIRC any information or material obtained by them while performing or as a result of having performed any activities for or on behalf of AIRC. This prohibition does not apply to information, which is demonstrably already in the public domain.
- It is the Person Bound's duty to observe such confidentiality. The restriction shall continue to apply after the expiry of the term of office.
- Persons Bound must only apply information gained as a member of a committee or officership to proper purposes and keep this information confidential. The Board of AIRC shall in any circumstance of doubt or dispute be the final arbiter to the confidentiality of a matter.
- Persons Bound must make themselves aware of the Data Protection Policy for electronically held data and ensure that the integrity, accessibility, accuracy and confidentiality of such data are maintained.
- Persons Bound must make themselves aware of the EU General Data Protection Regulation (2016/679).

3.4 Openness and accountability

- Persons Bound must be open, responsive and accountable to each other, members of staff and other stakeholders about their decisions, actions and work, including their use of AIRC resources, if any.
- Persons Bound must disclose anything in their past which could bring AIRC into disrepute e.g. removal from any previous governance role or membership of organisations which may conflict with the aims, principles and values of AIRC.

3.5 Integrity

- Persons Bound are required to use their knowledge, expertise and experience to take the best decisions they can in the interests of AIRC.
- They are equally responsible for all decisions of their respective committees and/or groups.
- Persons Bound as a collective must act in the best interests of AIRC in their dealings with stakeholders and ensure that AIRC is represented fairly and in a balanced manner with regard to any representations made.
- Persons Bound should also promote and support the principles of good governance by leadership and example and should act in an individual capacity and not as a representative of any group, organisation or individual.

4. Communication

- Each member agrees to keep all deliberations of their respective group and/or committee strictly confidential.
- All communications to the membership must be approved by the Board of Directors and will be issued through National Office.
- All official communication with the media shall be through the Board of Directors.

5. Abuse of Privilege

- Persons Bound should avoid the use of their position as a member of their respective group and/or committee to seek any undue advantage for themselves, family member or associates.

- Persons Bound who fail to abide by the Code of Conduct shall be removed from their office, committee or advisory group in which they have a seat and may face disciplinary action.

6. Proceedings at Meetings

- A quorum must be present in order for a meeting to take place. The chairperson calls a meeting to order once the quorum is present.
- These include, but are not limited to; Agenda, Formal and Informal Meetings, Motions, Action Items, Voting etc.
- Where possible meetings should start and end on time. Within this time each agenda item should be dealt with.
- The agenda and minutes of the previous meeting must be circulated in advance of a meeting.
- The accuracy of the previous meetings minutes must be confirmed by those present at the meeting.
- On occasions, Persons Bound may discuss confidential or sensitive items, the Chairperson should highlight which item they consider confidential/sensitive.
- Persons Bound must keep and store securely all documentation with respect to meetings, correspondence, minutes of meeting, databases and financial reports.
- Decisions made must always be made in the best interest of AIRC.
- Persons Bound must always behave with courtesy and respect towards other members.
- Persons Bound who have not attended a meeting cannot re-open discussion at a subsequent meeting. Only people who attend can discuss the minutes of a meeting.

7. Grievance Procedure

- If any Persons Bound is unhappy with any aspect of how the Advisory Group and/or Committee operates, they can communicate this to the Chair of the Advisory Group or Committee or the Chair of the Board of Directors who will endeavour to resolve the issue.
- In the event the Chair of Advisory Group and/or Committee has an issue or grievance, same should be reported to the Chair of the Board of Directors for consideration, thereafter the matter should be brought before the Board of Directors for adjudication.

To be part of an Advisory Group, National Committee, or hold the office of President or Vice President, it is a requirement to read, agree to and sign this document.

Statement of acceptance	
I have read and understood the above Code of Conduct and agree to abide by the standards set in the code.	
Signed:	
Name (please print)
Date