



MCT DURHAM PCF TRUSTEE AND VOTING MEMBER CODE OF CONDUCT POLICY.

MCT expects the highest ethical standards from its trustees and steering group members in carrying out its business. This Code of Conduct sets out those standards by which all members are bound.

It provides guidelines on the required behaviour in a wide range of situations, including social events and out of hours activities that directly reflect on the organisation.

It is the responsibility of all members to familiarise themselves with the details of the Code and its guidance. If any member who has any queries or concerns about how they should behave, they should contact the MCT administrator.

The Code applies to all trustees and voting members. All members should follow the guidance in this important document.

The Purpose and Principles of the Code.

The Code describes the principles by which the organisation expects its members to conduct its business. It sets out the required standards of behaviour for its members in carrying out this business. The Code deals with a wide variety of issues and situations relating to workplace conduct, but it is not intended to be exhaustive. This Code of Conduct sets out principles by which the organisation is bound. These principles are as follows:

- We comply with laws, policies and regulations.

- We reject bribery and corruption and avoid being compromised by gifts and entertainment.
- We avoid conflicts of interest.
- We respect the confidentiality of personal and corporate information.
- We promote diversity and equality and treat people fairly and with respect
- We maintain a safe and healthy environment for people to work in and are proactive in managing our responsibilities to the environment.
- We support those who have any suspicions of any misconduct, malpractice, illegal or unethical behaviour and report their concerns in confidence to the appropriate channels.

Zero Tolerance.

While this Code gives guidance to members in certain situations, there are specific areas where MCT has a policy of zero tolerance. These are:

- Unsafe, illegal or unethical working practices
- Violence and aggression
- Discrimination, bullying and harassment
- Bribery and corruption
- Retaliation or action against anyone who speaks up and, in good faith, reports a wrongdoing.

Breaches of the Code

This Code of Conduct has been drawn up to provide guidance on conduct for trustees and voting members of MCT DURHAM PCF. For the avoidance of doubt, it is not a contractual document and MCT reserves the right to amend it at any time.

The Code will be subject to regular review, particularly in the light of new and relevant legislation. Any breach of the Code will be considered a disciplinary matter, which could result in disciplinary up to and including dismissal from the forum.

Review of policy or procedure

Date of last review	N/A
Date of next review	AGM 2 nd July 2024
Date it was first implemented	18/4/23
Author(s)	MCT Durham PCF CIO Trustees
Audience	All MCT Durham PCF CIO Trustees and Volunteers