

# **EIL Intercultural Learning**

## **Code of Conduct for Board Members**

As a member of the Board of EIL Intercultural Learning I agree to accept the following Code of Conduct:

### **Organisational Values**

- As a member of the Board of EIL Intercultural Learning I promise to abide by the fundamental values that underpin all the activities of the organization.

### **Accountability**

- I understand my actions as a member of the board of EIL should be able to stand the test of scrutiny by members of the public, the media, members, beneficiaries, stakeholders and the regulatory authorities.

### **Integrity and Honesty**

- Integrity and honesty will be the hallmarks of all my conduct as a member of the Board of EIL, particularly when dealing with colleagues (board and staff) member, participants and external individuals and agencies.

### **Transparency**

- As a Board Member I will strive to promote an atmosphere of openness throughout the organisation in order to promote confidence to members of the public, staff, members, beneficiaries and regulators.

### **Law, mission, policies**

- In my role as board member I will not break the law or go against any regulation in force.
- I will support the organisation's mission and actively promote it.
- I will abide by organisational policy and procedure.

### **Conflicts of Interest**

- I will always act in the best interests of the organisation.
- I will declare any conflict of interest or any such circumstance as may be viewed by others as conflicting at the beginning of each meeting or as soon as it arises.
- I understand conflicts raised will be added to the Register of Directors' Interests and circulated annually.
- I will declare any conflict of loyalty or any such circumstance as may be viewed by others as conflicting at the beginning of each meeting or as soon as it arises.
- I will submit to the judgement of the board and do as it requires regarding potential conflicts of interest and conflicts of loyalty.

### **Person to Person**

- I will not act in disregard of organisational policies in my relationships with fellow board members, staff, volunteers, beneficiaries or anyone I come into contact with in my role as board member.
- I will not have informal discussions about any member of staff or about staff issues.

### **Guardian of the organisation's reputation**

- I will not speak as a board member to the media or any public forum without the prior knowledge and approval of the Chair or National Director.

- When I am asked to represent the organisation any comments I make will reflect current policy even if I do not agree with them.
- When speaking as a private citizen I will aim to uphold the reputation of the organisation and those who work and volunteer for it.
- I will respect organisational, board and individual confidentiality.
- I will take an active interest in the organisation's public image.

### **Personal Gain**

- I will not inappropriately gain from my role as a board member nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to agreed procedure.
- I will not accept gifts or hospitality without the consent of the Chair.
- I will use organisational resources responsibly, when authorised in accordance with procedure.

### **At board level**

- I will embody the principles of good governance in all my actions and live up to the trust placed in me by members of EIL.
- I will abide by the board governance procedures and practice.
- I will strive to attend all board meetings.
- I will strive to absorb agenda items sent to me in good time and be prepared to contribute my opinions during meetings.
- I will honour the authority of the Chair.
- I will maintain a respectful attitude to the opinions of others.
- I will accept a majority vote.
- I will commit to resolving problems and emerging issues as quickly as possible and in the best interests of EIL
- I will maintain confidentiality unless authorised to speak on matters outside board meetings.

### **Enhancing governance**

- I will participate in appropriate induction, training and development board activities.
- I will support the National Director in his/her executive role and the Chair in their leadership role.

### **Leaving the board**

- I understand that any substantial breach of this code may result in my removal from the board.
- Should I wish to resign I will inform the Chair in writing, stating my reasons for resigning from the board.
- I will participate in an exit interview if necessary.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the Board of EIL Intercultural Learning September 2017 / Updated by Governance Committee November 2019