

## **Code of conduct for Co-ordinating Body members of Dublin Food Co-operative Society Limited**

### **What is a Code of conduct?**

- A code of conduct for Coordinating Board members (CB) seeks to outline the standards of expected behaviour, of those who serve as active CB members, and is an agreement between an individual, as a CB member, and the Dublin Food Co-op(DFC), as a Co-operative Society Ltd.
- Upon joining DFC CB as a Coordinating Body (or CB) member, all newly elected members to the CB are encouraged to sign up to the code, and similarly those CB members who enter on a second year term of service or those who are co-opted to the CB throughout a given year. Through this action they agree to uphold the standards.
- The code of conduct for the CB also seeks to establish organisational principles such as integrity, accountability and transparency and is designed to put these principles into practice.
- A code of conduct for CB members is a commitment to common values which can be a useful tool for improving the quality of CB governance and performance and helping to define inappropriate behaviour.
- Any (i) *Duty of Care* Document, (ii) *Dignity in our Workplace and our Co-op Space* Document or (iii) Staff Manual and the (iv) DFC Constitution or Rules and Articles of Association, or further DFC (v) Code of Practice Documents, (vi) DFC Child Safety Statement, or (vii) a DFC Health and Safety Statement adopted by a DFC general meeting as deemed appropriate, may be then appended to this Code of Practice and will be interpreted as an integral part of the Code.
- Signatories to the Code will be required to sign up to the whole Code with appendixes as integral documents or where additional documents come thereafter will sign off on each newly assigned document.

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

## Code of Conduct for CB members:

### (1) *Organisational Values*

- As a CB member of Dublin Food Coop I promise to abide by the fundamental values<sup>1</sup> that underpin all the activities of our organisation.

### (2) *Accountability*

- Everything Dublin Food Coop (DFC) does will be able to stand the test of scrutiny by members, the media, members of the public, beneficiaries<sup>2</sup>, stakeholders and the regulatory authorities<sup>3</sup>.

### (3) *Integrity and Honesty*

- These will be the hallmarks of all conduct within Dublin Food Coop (DFC), particularly when dealing with colleagues (CB and staff as well as volunteers) and external individuals and agencies.

### (4) *Transparency*

- I will strive to promote an atmosphere of openness throughout the organisation in order to promote confidence to members of the public, staff, beneficiaries and regulators.
- In addition to the above I agree to the following:

### (5) *Law, mission, policies*

- In my role as CB member I will not break the law<sup>4</sup> or go against any regulation in force.
- As a CB member I will be respectful and courteous in all my dealings and CB functions.

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

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<sup>1</sup> as defined in Section 3 of Dublin Food Co-op Society Rules, under *Objects*.

<sup>2</sup> as defined in Section 14(d) of Dublin Food Co-op Society Rules, under *application of surplus funds*.

<sup>3</sup> Registrar of Friendly Societies, Fire and Safety regulators and other regulatory authorities.

<sup>4</sup> interpretation is that *DFC CB members must work within the law* while engaged with DFC affairs and while on the DFC premises or properties (including on-line properties), as a CB member and in all their dealings in DFC matters.

- I will support the organisation's objectives<sup>5</sup> and actively promote them without any rancour.
- I will abide by DFC organisational policy and procedure and in the spirit in which they are intended.

*(6) Conflicts of Interest*

- I will always act in the best interests of the DFC.
- I will declare any conflict of interest or any such circumstance as may be viewed by others as conflicting as soon as it arises.
- I will submit to the judgement of the CB meetings and do as it requires regarding potential conflicts of interest.

*(7) Person to Person*

- I will not act in disregard of organisational policies in my relationships with fellow CB and ordinary members, staff, volunteers, beneficiaries or anyone I come into contact with in my role as CB and or ordinary member.

*(8) Guardian of the organisation's reputation*

- I will not speak as a CB member to the media or any public forum on CB issues or DFC business issues without the prior knowledge and approval of the Chair and the full CB.
- 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, CB and individual confidentiality.
- I will take an active interest in the DFC's public image.

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

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<sup>5</sup> as defined in Section 3 of Dublin Food Co-op Society Rules, under *Objects & Aims*.

*(9) Personal Gain*

- I will not personally gain from my role as a CB member.
- I will document expenses and seek reimbursement according to vouched expenses and use organisational resources responsibly, when authorised, in accordance with agreed procedure.

*(10) As a CB member,*

- I will embody the principles of good governance in all my actions and live up to the trust placed in me by DFC general members meetings i.e. any OGMs or AGMs.
- I will abide by the CB governance procedures and practice and I will participate in appropriate induction, training and development activities, at the earliest date as can be suitably arranged, when first elected or co-opted to CB.
- I will strive to attend all CB and DFC general member 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 accept any decisions or resolutions by consensus vote.
- I will maintain confidentiality unless instructed by the CB to speak on DFC matters outside CB meetings.
- I will support my CB colleagues in their executive role and will maintain a respectful attitude to the opinions of others and the Chair in their leadership role and I will respect the authority of the Chair.

*(11) Leaving the CB and as ordinary member*

- I understand that any substantial breach of this code may result in my removal from the CB in line with DFC disciplinary/grievance procedures.
- Should I wish to resign I will inform the Chair in writing, stating my reasons why.
- I will participate in an exit interview if requested.

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