

RENEW CODE OF CONDUCT

Preamble

The ethical standards expected of members, officials, committee members, candidates and all others whose activities may reasonably be associated with Renew (together referred to as "Associates") derive from the standards set for public office holders – known as Nolan's 'seven principles'

Selflessness

Renew's Associates have a general duty to act in the best interest of Renew as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or any other organisation or (if applicable) branch of Renew with which they have connections.

You must at all times behave in line with the values of Renew

INTEGRITY

All associates are expected to embrace the ethos of Renew; we are a dynamic participatory movement looking to change the conversation in politics from a top down approach to a more community-based vision.

We want all those involved in Renew to find it enjoyable for themselves and be productive for the party. This code of conduct helps ensure everyone is clear about expectations and what action may be taken in the case of problems.

Although we appreciate candidates will have areas of particular interest and specialism we will need a commitment to embrace policies agreed by the board. New policies and ideas are encouraged and welcomed to enable continuous discussion and improvement in the way we, as Renew, work. We will run an 'open door' policy where candidates are always welcome to come and discuss concerns with the Board but as an organisation going forward we will need to speak with one voice.

You should not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your role;

As well as avoiding actual impropriety, You should avoid any appearance of improper behaviour; and

You should not accept gifts and hospitality that might reasonably be thought to influence your judgement.

OBJECTIVITY

In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits or transacting any other business, Associates should ensure that decisions are made solely on merit.

ACCOUNTABILITY

Renew's Associates:

- have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in Renew;
- are accountable for their decisions and actions to the public and they must submit themselves to whatever scrutiny is appropriate to their role.



OPENNESS

Renew's Associates:

- should ensure that confidential material, including material about individuals is handled in accordance with due care (and with reference to any agreed protocol on confidentiality);
- should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands it.

HONESTY

Renew's Associates:

- have a duty to declare any interests relating to any role that they hold and to take steps to resolve any conflicts that may arise. Where the private interests of an Associate conflict with their duties the conflict must be resolved in favour of the Associate role;
- must make relevant declarations of interest in different circumstances and roles they play both within and outside Renew.

LEADERSHIP

Renew's Associates:

- should promote and support the principles of leadership by example;
- maintain courteous and professional relationships with the staff of Renew in all circumstances. Guidelines for Associate - staff relationships must be clear to both Associates and staff and observed fairly.



CANDIDATE AND COMMITTEE MEMBER DECLARATION

I declare that:

I am over 18 and a member of Renew;

I have not been disqualified from serving as a Company Director or censured by any Regulatory body;

I have never been disqualified from acting as a charity Associate, and have not previously been removed from Associateship of a charity by a Court or the Charity Commission for misconduct or mismanagement;

I have not been convicted of an offence involving deception or dishonesty ;

I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft;

I am not an undischarged bankrupt;

I have not made compositions or arrangements with my creditors from which I have not been discharged;

I will at all times seek to ensure Renew's funds are used only for the purposes of Renew;

I will abide by Renew's Code of Conduct (as it may be amended from time to time).

If I have a query about how this Code applies to my own activity or that of anyone else, I will contact the Head of Operations.



THE CODE

Code	Guidance notes
Law and mission	
I will act at all times in good faith, and in accordance with Renew's governing documents.	<p>Associates must act in good faith and in accordance with the governing documents of Renew, including, but not limited to the Renew Constitution.</p> <p>It is not necessary for every Associate to have a thorough knowledge of Renew's governing documents upon joining. However, Associates must:</p> <ul style="list-style-type: none">· understand the importance of complying with their legal duties and the governing documents of Renew;· make themselves as familiar as they can with the main principles of each; and



I will support Renew and consider myself its guardian.

- seek assistance or advice on these as and when necessary.

Supporting and guarding Renew means that the Associate will:

- do everything in their power to contribute to the advancement of Renew's purposes;
- take responsibility for the upkeep and furtherance of any mission statement or strategic plan issued by Renew from time to time;
- participate if required in any governance activities by which Renew seeks to achieve its any mission statement and strategic plan from time to time;
- uphold the letter and spirit of this code; and
- use Renew's purposes as a touchstone for all their acts as an Associate, asking



themselves: 'how is what I'm doing helping Renew achieve its purposes?'

Policies

I will take responsibility for and abide by Renew's organisational policies.

Associates in relevant roles must take responsibility for ensuring appropriate policies are in place for regulating the governance, management and administration of Renew's activities, and that each is fit for purpose. Such policies protect Renew from risk and provide guidance for those who work with and in it, including Associates. Associates must abide by such policies.



Conflicts of interest

I will always act in the best interests of Renew.

Associates should act in the best interests of Renew. This means that in their work for or with Renew they should avoid placing their own interests or those of family, friends or another organisation or group with which they have connections before those of Renew.

I will declare and register my private interests in accordance with Renew's policy and procedures for managing conflicts of interest.

Renew's conflict of interest policy requires that Associates register and declare their interests. Associates need to register their interests so that fellow Associates and senior staff know which of their interests might give rise to a conflict of interest. The register is a document which can be consulted when (or before) an issue arises, and lets others think about whether or not an Associate may have a conflict of interest. Even the appearance of a conflict of interest can damage Renew's reputation.

Renew's policy helps Associates to identify conflicts of interest at an early stage, and explains how they must be managed. In particular, it identifies situations where Associates must withdraw from meetings.

Complaints about an Associate's failure to register or declare interests



or to manage a conflict of interest properly may lead to appropriate action, including the removal of the Associate for unfitness or grave misconduct.

Person to person

I will adhere to the law and Renew's policies regarding my relationships with others in Renew.

Associates should behave lawfully at all times, particularly with regard to interacting with others in Renew. In all their personal dealings, they must avoid violence, offensive behaviour, bullying, and/or wilful or negligent misconduct toward others.

As mentioned, Associates must abide by Renew's policies, including those any policies governing personal interaction, including bullying, sexual harassment and equal opportunities.



I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as Associate.

Renew expects its Associates to behave not just legally but well. Associates shall at all times act with decorum and shall be respectful of other Associates, staff, volunteers and the public.

Protecting the organisation's reputation

I will not speak as an Associate of Renew to the media or in any other public forum without the prior knowledge and approval of the director of Communications

Associates should co-operate in Renew's efforts to maintain control of its reputation by observing any protocol covering statements to the media.



When speaking as an Associate in relation to Renew's policies, I will represent these accurately

It is important that Associates represent Renew's policies accurately and consistently, regardless of their own personal opinions.

Dissenting views can – and indeed should – be aired in discussion at meetings, as different views should be heard and considered before a decision is made, and dissenting votes must be recorded. However, once a policy has been agreed, each Associate must put the welfare of Renew before any personal opinions, and respect the principle of collective decision-making.



When speaking as a private citizen I will strive to uphold the reputation of Renew and those who work in it, and remind myself that what I say and do in that capacity may reflect on Renew.

There is a distinction between speaking as an Associate, and speaking as a private citizen. A person speaking as an Associate claims to speak on behalf of Renew; a person speaking as a private citizen makes no such claims. Yet careless or malicious comments, even when made in a private or non-official capacity, can damage Renew's public image, as others may not make the distinction. This can apply in particular to use of publicly accessible social media (such as Twitter). Associates must exercise tact and good judgement at all times.



I will strive to take an active interest in Renew's public image

Associates are expected to act as the eyes and ears of Renew. By being aware, Associates can pick up new ideas, help identify a risk before it becomes a problem, and, by reporting back to Renew, enable Renew to respond quickly to negative media coverage.

Associates are expected to keep themselves up to date and informed on relevant news, articles, books, television programmes and the like about Renew. They are also encouraged to note news, articles, books or programmes about similar organisations or about important issues for Renew.



I will only act on behalf of Renew if properly authorised to do so

It is the Board acting collectively, which has the legal authority to act. All Associates must accept that authority rests with the Board, and that an Associate has no individual authority other than as delegated by the Board.

Unless power to do so has been properly delegated by the Board to one or more individual Associates, they have no authority to take actions or decisions on behalf of Renew (or represent themselves as able to do so).

I will not act in any way which would bring Renew into disrepute

Associates must act at all times in the best interest of Renew, prioritising this above any personal beliefs or preferences. Associates must not take any action or decision which would bring Renew into disrepute.



Personal gain

I will document expenses if authorised by the Head of Operations and seek reimbursement according to procedure.

I will use Renew's resources responsibly, when authorised, in accordance with procedure.

At meetings

I will strive to work with other Associates in a spirit of respect, openness, courtesy and co-operation.

The success of Renew in achieving its objects, mission and vision depends on how Associates conduct themselves when they meet together to make decisions. The way that Associates behave, personally, in the Associate role has a profound influence on the whole Society.



I will take responsibility for and abide by Council's governance procedures and practices.

All Associates should take responsibility for the development and oversight of the policies set up by Council from time to time to govern its own activities and participation at meetings, and abide by these, so that Council's business progresses smoothly and efficiently.

I will study the agenda and other information sent to me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.

I will honour the authority of the Chair and respect its role as meeting leader.

By co-operating with the Chair, Associates help governance procedures work efficiently.



I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinion of others while making my voice heard.

Meetings are made up of individuals with different views. However, what all Associates should have in common is a commitment to Renew and to its governance process.

To engage in this process, Associates must express their views clearly and cogently when it is their turn to speak, and then allow others to express their opinions in turn. Associates must listen respectfully to their fellow Associates and other speakers. They must not attempt to silence minority opinions. Nor should they talk over others, use their mobile phones in meetings or leave the room unnecessarily when others are speaking.

Chairs have the responsibility to ensure that all Associates are treated equally and respectfully and all have a fair opportunity to speak without interruption.



Leaving Renew

I understand that breach of this code may result in my removal from membership of Renew and/or any office I hold within it including candidacy.

If an individual breaches this code, this may (depending on the circumstances) suggest gross misconduct on the part of the individual, and/or his or her unfitness for membership of and/or office in Renew and/or candidacy. Renew has a clear process to remove a member from membership or office in the case of [grave](#) misconduct and/or his or her unfitness to remain a member and/or officer.



If I wish to resign my membership, office or candidacy I will inform the Head of Operations and/ or the Chairman in writing.

If a member, officer of candidate wishes to resign from his or her role, he or she must give notice to Head of Operations and/ or the Chairman.

It would be useful for the Renew if a resigning individual would also communicate his or her reasons for resigning to the Chair, and be willing to participate in an exit interview. This would enable Renew to learn as much as possible from the resignation.

Confidentiality and confidential information

Note that passing information to the press (or other non-regulatory third parties) on or after resignation will constitute a serious breach of this code – see below for more.



I will keep confidential information disclosed to me secret and confidential, during and after my role as an Associate

Associates will from time to time become aware of confidential and sensitive information by virtue of their role. Such confidential information, which may be disclosed directly or indirectly to an Associate, includes any information that is identified as being of a confidential, sensitive or proprietary nature, or which it should be clear to a reasonable person is confidential in nature.

Associates shall keep all such information confidential and secret for so long as the information remains confidential to Renew, unless required to divulge such information by law or to a relevant regulatory body, or authorised to do so by the Board.



I will ensure I take appropriate steps to safeguard and protect confidential information

Each Associate must ensure they maintain adequate security measures to safeguard any confidential or sensitive information that may be under their control, or in their knowledge or possession, from unauthorised access or disclosure. This includes ensuring they do not copy, reproduce or in any way record confidential information unless it is essential for them to do so for the purpose of carrying out their role.

I will not use any confidential information for my own benefit or to the detriment of Renew

An Associate may not under any circumstances use confidential, sensitive or proprietary information for either personal gain, or for the benefit of any individual or entity connected to the Associate. Neither can an Associate use any confidential information in such a manner that may cause harm, loss, adverse publicity or detriment to Renew.



Breaching the Code:

Breach of any of the above will be grounds for ceasing your involvement with Renew and may also be grounds for further action. In particular behaviour which is unlawful, dishonest, deceitful, violent or threatening will constitute bringing Renew into disrepute, will constitute grounds for disciplinary action. It may also be grounds for referral to the police.

The process, if our code is breached:

These are examples of how the code might be broken but they are not limited to them:

You have undermined Renew values.
You have misused IT.
You are not co-operating with others.
You are bullying or acting in a discriminatory manner.

Activate the formal disciplinary procedure:

- a) Establish the facts of the case.
- b) Explain the problem in writing.
- c) Invite you to a meeting (hearing) in writing.
- d) Hold the meeting to discuss the problem.

- e) Give evidence that has been collected.
- f) Allow you a chance to explain your misconduct or performance.
- g) Allow you to have a colleague or representative to accompany you.
- h) Decide the appropriate course of action.
- i) Tell you what improvements need to be made, how to make them, and by when.
- j) Give you the chance to appeal.

The outcome at this stage for poor performance or misconduct could be a verbal warning or a first written warning.



Possible outcomes of the procedure

If it's gross misconduct, the outcome is usually demotion, transfer or dismissal. Some examples of gross misconduct are violence, theft, and fraud.

We might issue someone a final written warning for gross misconduct.

When issuing any warning we will tell you what the problem is. We will tell you how you can fix it and how long you have to do so before a review.

Any decisions about the running of Renew or your participation in it made by the Board are final. If you believe that such decisions have been made in breach of the values then you may appeal through this process (<http://www.acas.org.uk/index.aspx?articleid=1889>).