

Full Name:

Committee Name:

Personal Email:

Preferred contact number:

Code of Conduct for Members of the Steering & Policy Committees of the Women's Equality Party (the "Code of Conduct")

This document sets out what the Women's Equality Party ("WE", or the "Party") expects of Members of the Steering & Policy Committees ("Committee Members"). Please read this document carefully and return it as per the instructions at the end of this document to confirm that you understand it and agree with it.

1. Being a Committee Member

- 1.1. You have been elected or selected as a WE Committee Member. By signing this letter, you confirm that you understand that you are not a Party employee or engaged under any contract with WE and that you will not receive any salary or other payment for any volunteer work you carry out for the Party.
- 1.2. We welcome with enthusiasm the significant commitment you are making to the Party while recognising that you are not obliged to carry out any such volunteer work.
- 1.3. If you are no longer able to be a Committee Member, please advise the Chair of your Committee as well as the Chief Operating Officer. If a Steering Committee member retires before their term of office comes to an end, the Steering Committee may nominate an interim member to serve until the following Party Conference. The Steering Committee may remove appointed members of the Executive Committee from that Committee by a two-thirds majority vote.
- 1.4. Because of the legal framework within which WE operate as a political party, Committee Members may need to comply with particular requirements or practices. WE will notify you of specific requirements from time to time and may require your written agreement to comply with those. For Members of the Steering Committee this will include a Related Parties Form as part of our annual audited accounts.

2. Our ethos

- 2.1. We expect Committee Members to treat all Party employees, Party officers, all Party members and registered supporters, and any members of the public they have dealings with, with respect and consideration. Committee Members should not discriminate against, bully, harass or intimidate any person, in particular because of any protected characteristic (sex, age, race, disability, gender

reassignment, sexual orientation, religious or philosophical belief, marital/civil partnership status or pregnancy/maternity).

- 2.2. The Party has been set up to create a broad and strong consensus, uniting voters from across the political spectrum, in a drive towards women's equality. It is essential for our effectiveness and credibility that we work collaboratively wherever possible and avoid personal attacks. Our approach should be collegiate, inclusive and constructive. While you are volunteering for the Party, please avoid making any public statements (including posts on social media accounts or online forums) that do not meet these standards.
- 2.3. As a Committee Member, you have been elected or selected to represent the Party and its membership. Any public statements you make will be seen to represent the Party and will carry additional weight. If you make any public statements on issues related to women's equality, the Party, our [seven core goals](#) or motions that have been ratified by Party Conference, you should avoid making statements that conflict with the Party's position and/or criticising the Party.
- 2.4. If you make any public statements that conflict with the Party's position, or on issues unrelated to the Party's objectives, you should clearly state that this is your personal opinion and that you are not making a statement on behalf of the Party.
- 2.5. You undertake to clear all related public statements and press activity, including press releases and requests for interviews, with the Party's Press Office at press@womensequality.org.uk before actioning them. Failure to do this may mean that you are not covered by the Party's insurance policies.

3. Behaviour and Compliance

- 3.1. As a Committee Member, you must not bring, or risk bringing, the Party into disrepute while you are carrying out this function. You should be aware that your actions in both your public and private life might have an adverse impact on the Party's reputation. In particular, behaviour which is unlawful, dishonest, deceitful, violent, defamatory or threatening in your public or private life may risk bringing the Party into disrepute, and may result in sanctions being brought in accordance with article 7.10 of the WE Constitution (the "Constitution"), which may include removing you from the Committee.
- 3.2. While you are carrying out this role, you must act in such a way as to promote the values of the Party (see [our code](#)) and must not act in a way that is contrary to the interests or values of the Party. You must familiarise yourself with and abide by the provisions of the Party's Constitution and the requirements set out therein. In the case of a conflict between the provisions of this Code of Conduct and the Constitution, the terms of the Constitution shall prevail.
- 3.3. While you are carrying out this role, you must familiarise yourself with and abide by the conditions of the Party's insurance policies, as your protection under that insurance will only apply while you comply with those conditions. Any behaviour which does not so comply, including but not limited to behaviour which is unlawful, dishonest, deceitful, violent, defamatory or threatening, is your personal responsibility and none of the Party's, is not covered by that insurance and will expose you to personal liability for your actions.
- 3.4. While you are carrying out this function for the Party, you must at all times comply with the current versions of the [Political Parties, Elections and Referendums Act 2000](#), the [Representation of the People Act 1983](#) and any other relevant legislation.
- 3.5. You must comply with our Conflicts of Interest Policy and complete any declarations of private interest that the Party might require from time to time. You should be aware that it is a requirement of employment in some posts (for example, certain local authority positions) that you not take part in certain political activities, including being an officer of a political party, participating in the

management of a political party or acting on behalf of a political party in dealings with members or non-members. It is your responsibility to satisfy yourself that your employment does not prohibit you from taking on this role. By signing this letter, you agree that you have understood and agree to the conditions of this clause 3.

4. Confidential Information

- 4.1. You acknowledge that in your role as a Committee Member, you will have access to confidential information belonging to the company and to the Party. You shall not at any time during, except in the proper course of carrying out your role, or after your volunteering, whether directly or indirectly, disclose to a third party or make use of any confidential information.
- 4.2. For the purposes of this section, confidential information shall include but not be limited to information relating to:
 - 4.2.1. the Company's and the Party's operations, strategy, research, proposals, finances, planned or ongoing campaigns, current and former membership (including contact details for individual members), and any information relating to the activities of the Company or the Party, which is not in the public domain; and
 - 4.2.2. any information which is treated as confidential or which you are told or ought reasonably to know is confidential; and
 - 4.2.3. any information in respect of which the company or the Party owes an obligation of confidentiality to a third party.
- 4.3. Committee Members are responsible for ensuring that any documents (whether in physical or electronic form), such as meeting minutes and papers, are held and/or disposed of securely.
- 4.4. You undertake to comply with Central Office requests about confidential and other matters promptly and fully.

5. Officer Elections

- 5.1. The Party holds a range of internal elections, including leadership elections, candidate selections and officer elections. As a Committee Member, you undertake to read promptly and abide by the relevant Code of Conduct which will be published by the Steering Committee or a committee operating on its behalf.

6. Data Protection

- 6.1. As a Committee Member, you may have access to members and supporters' personal identifiable data, and sensitive information related to their membership, donation history, campaign activity. You must comply with the Party's [Privacy Policy](#), the [General Data Protection Regulation \(GDPR\)](#) at all times. Individuals' data should only be requested and stored with clear reason and consent to do so, and should be kept and viewed securely for the minimum time necessary. Committee Members are responsible for ensuring that person identifiable data is kept secure and protected, and that any data security breaches are reported to the Party's [Data Protection Officer](#) immediately.
- 6.2. Committee Members should also be aware of the particular importance of protecting members' information classified a ['special category' under General Data Protection Regulations](#) (GDPR). including: race; ethnic origin; politics; religion; health; sex life; or sexual orientation. This information must only be held or shared with the full knowledge and consent of the member(s) concerned, and with the agreement of the Party's [Data Protection Officer](#).
- 6.3. Individuals have new rights under GDPR including a [right to access](#) to all the data WE hold about them, the [right to rectification](#), and the [right of erasure](#). In the event that an individual exercises

these or other rights under the legislation, you must disclose any personal identifiable data related to the individual(s) concerned held by Committee Members to the Party's Data Protection Officer within two weeks of the DPO contacting the Committee.

7. Membership

7.1. By signing this letter, you confirm that you are a member of the Party and intend to remain a member of the Party while you are a Committee Member.

8. Personal disclosure

As a Committee Member, you represent the Women's Equality Party and you may also be involved in a range of strategic and business decisions, including setting budgets and making financial and contractual decisions and you will need to comply with legal and regulatory requirements. The Party therefore needs to be aware of any matters which may affect your suitability to carry out your role, notwithstanding that you are not employed by the Party and are carrying out this role as a volunteer only.

Disclosure does not necessarily preclude you from becoming a Committee Member and each declaration will be considered on a case by case basis. You therefore agree to contact the Chief Operating Officer of the Party on finance@womensequality.org.uk and provide full details if there are any aspects of your private or public life that might have a detrimental effect on your role as a Committee Member, or have the potential to bring the Party into disrepute when you become a Committee Member or at any time while you are a Committee Member. These include the following circumstances, if:

- 8.1. you have at any time been convicted of any offence by any court, whether civil or military, in the UK or elsewhere;
- 8.2. you have at any time, in the UK or elsewhere, been censured, disciplined or publicly criticised by any professional body to which you belong or belonged, dismissed on disciplinary grounds from any office or employment, or refused entry to any profession or occupation;
- 8.3. you have at any time been adjudicated bankrupt by a court in the UK or elsewhere;
- 8.4. you have or have ever had any County Court judgements against you;
- 8.5. you have, in connection with the formation or management of any corporation, been adjudged by a court or tribunal, in the UK or elsewhere, civilly or criminally liable for any fraud, misfeasance or other misconduct towards such a body, or any members thereof, or to persons with whom the body corporate had dealings;
- 8.6. any corporation with which you were associated as a director or principal shareholder, in the UK or elsewhere, has been compulsorily wound up or made any compromise or arrangement with its creditors who did not receive or have not yet received full settlement of their claims, either while you were associated with it or within one year after you ceased to be associated with it; or
- 8.7. there are any proceedings, whether criminal or civil, now pending or threatened against you, or any circumstances that now subsist, which could give rise to any such proceedings following an affirmative answer to any of clauses 8.1 to 8.6 above.

The Party agrees to keep any such information provided by you confidential and only to use it as required to make any decision about your eligibility as a Committee Member.

9. Declaration

- 9.1. You declare that you will abide by this Code of Conduct for Committee Members.
- 9.2. The Party reserves the right to update the terms and conditions of this Code of Conduct at any time, and undertakes to notify you of such changes in good time. By signing this letter, you agree that such changes will apply to you, unless you email the Chief Operating Officer with your objections to the new terms and conditions within a two-week period of receipt of such notification when the Chief Operating Officer will review your objections. The Chief Operating Officer's decision is final.
- 9.3. The Party reserves the right at any time to check the accuracy of your personal disclosure. By signing this letter, you agree that the Party may proceed with this course of action.
- 9.4. You declare that you have read the Personal Disclosure clause, and that you have notified the Chief Operating Officer of any relevant information as required.
- 9.5. You declare that you will in the future notify the Chief Operating Officer of the Party of any change in your circumstances in relation to the Personal Disclosure clause.
- 9.6. You understand that any breach of compliance with this letter or with any document referred to in this letter may result in sanctions being brought under Article 7.10 of the Constitution.
- 9.7. You understand that any false declaration or misleading statement or any significant omission in the information you provide may result in sanctions being brought under Article 7 of the Constitution.
- 9.8. By signing this letter, you agree to the Party processing your personal data for legal and administrative purposes which you have disclosed in relation to your role as a Committee Member, in accordance with the [Party's privacy policy](#).

Yours sincerely,



Chief of Staff, Women's Equality Party

I, _____, understand and agree to comply with the contents of this letter.

Signature: _____

Date: _____