



WE REMEMBER SUBMARINERS

Code of Conduct for Officials

Code of Conduct for We Remember Submariners Officials.

The purpose of this document is to provide a Code of Conduct for We Remember Submariners Officials. A Code of Conduct ensures high standards are achieved and maintained and makes it clear how potential conflicts of interests are dealt with. (An Official is deemed as a Trustee, or a person who holds a management role within the Charity).

This Code of Conduct aims to capture and make use of [best](#) practice. It should be used as a guide rather than a definitive code. All Officials of We Remember Submariners must comply with all legal regulations.

Selflessness

Officials of We Remember Submariners have a general duty to act in the best interests of the Charity [and by extension its members](#) as a whole. They should not do so to gain financial or other material benefits for themselves, their family, their friends, or another organisation they come from or represent and agree to treat all people with Respect and Dignity.

Integrity

We Remember Submariner Officials:

- a) Should not place themselves under any financial or other obligation to outside individuals or organisations that may seek to influence them in the performance of their role within the Charity; as well as avoiding actual impropriety.
- b) Should avoid any appearance [or inference](#) of improper behaviours.
- c) Should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgment.

Objectivity

In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefits, or transacting other business, We Remember Submariners Official's should ensure that decisions are made solely on merit.

Accountability

We Remember Submariners Officials 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 all that We Remember Submariners are accountable for their decisions and actions to the public, funders, and service users. They [should expect to](#) submit themselves to what scrutiny is appropriate to their role.

Transparency (Operational)

We Remember Submariners Officials:

- a) Should ensure that confidential material, including material about individuals, is handled in accordance with the Charity GDPR Policy.
- b) Should be as open as possible about their decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.
- c) Must comply with all policies of the Charity, especially [the Safeguarding and](#) Health and Safety Requirements.

Transparency (personal)

We Remember Submariners Officials have a duty to declare any interests relating to their Official role and to take steps to resolve any conflicts that may arise. Where private interests conflict with their

official duties, they must resolve this conflict in favour of the official role and must make relevant declarations of interest in the different circumstances and roles they play both within and outside of the Charity.

Leadership

We Remember Submariners Officials should promote and support the principles of leadership by example.

They must [consider the impact and implications of their decisions and actions on others and the charity before themselves](#). All We Remember Submariners Officials will commit to not work as an official of the Charity whilst under the influence of [alcohol or illegal drugs \(declaring the use of any prescription drug that may impair judgement\)](#). The We Remember Submariners Official will not engage in abusive or exploitative behaviour and comply with all requirements of the charity's Safeguarding Policy.

Confidentiality

As an Official of the We Remember Submariners Charity, it is paramount that you will act in a professional manner and abide by the charity's Confidentiality Policy.

Official Declaration

- I have read and understood the provisions of the We Remember Submariners Official's Code of conduct.
- I have received and read the induction material for We Remember Submariners Officials and understand my duties and responsibilities as a We Remember Submariners **Official**.
- I undertake to familiarise myself with the We Remember Submariners Organisational Policies, Objectives, Plans and Financial position [within a reasonable timeframe](#).
- I shall declare all conflicts of interest, as and when they arise. If at any time these conflicts hamper my ability to perform my role as a We Remember Submariners Official, I shall resign from the charity.
- I shall keep all of the proceedings at We Remember Submariners Official meetings confidential and shall not discuss any of the issues with the press / media without clearance from the Patron.

Name

Role

Signed.....

Date.....

Signed copies are held by the Operations Manager.