

## CODE OF CONDUCT FOR SWITCH FORUM WORKING GROUPS

### 1. Introduction

This Code of Conduct provides Working Group Members with an understanding of what is required of their role, to ensure that they can be transparent, open and accountable in what they do and how they do it in terms of good practice and behaviour.

### GENERAL

I will support the objects and mission of SWITCH SCIO, and as a SWITCH ambassador use any skills or knowledge I have to further that mission and seek expert advice where appropriate.

I will be an active Group Member and ambassador, making my skills, experience and knowledge available to SWITCH SCIO and seeking to do what additional work I can at Group Member meetings, and promote the aims and objectives of SWITCH SCIO across my networks.

I will respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.

I will develop and maintain a sound and up-to-date knowledge of SWITCH SCIO and its environment. This will include an understanding of how SWITCH SCIO operates, the social, political and economic environment in which it operates and the nature and extent of its work.

### MEETINGS

I will attend all appropriate meetings and other appointments at SWITCH SCIO or give apologies.

If I cannot regularly attend meetings, I will consider whether there are other ways I can engage with SWITCH SCIO.

I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.

I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.

I will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.

## **MANAGING INTERESTS**

I will not gain materially or financially from my involvement with SWITCH SCIO unless specifically authorised to do so.

I will act in the best interests of SWITCH SCIO as a whole, considering what is best for SWITCH SCIO and its present and future beneficiaries and avoiding bringing SWITCH SCIO into disrepute.

Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest, I will ensure that this is managed effectively in line with SWITCH SCIO policy/constitution. I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

## **MANAGEMENT OF GROUPS**

It will be the responsibility of the lead of each Working Group to manage the group membership to the correct size and mix of skills to achieve the objectives of the Working Group.

We understand this is a voluntary role and individuals' commitment may alter. Where this is the case they should discuss any issues with the group lead as we are keen to have as many active members as possible in each group.

If I wish to cease being a Group Member of SWITCH SCIO at any time, I will inform the chair in advance in writing, stating my reasons for leaving.