

## PCDS Code of Conduct

### Organisational values

As a Trustee\* and committee member, or subcommittee member, I promise to abide by the fundamental values that underpin all the activities of the PCDS. These are:

#### Accountability

Everything PCDS does must be able to stand the test of scrutiny by the public, the media, charity regulators, members, partner organisations, sponsors and professional bodies.

#### Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within PCDS and equally when dealing with individuals and institutions outside it.

#### Transparency

PCDS strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, the media, charity regulators, members, partner organisations, sponsors and professional bodies.

Additionally, I agree to the following points:

#### Mission and policy

- I will abide by charity regulations in any aspect of my role as a committee/subcommittee member.
- I will support the [mission](#) and strive to work in the best interest of PCDS.
- I will always contribute within my professional competence and uphold the standards expected of me by my professional body.
- I will abide by PCDS organisational policies.
- I will support and conduct respectful, collegial and courteous relationships with all I come into contact with in my role with PCDS.

#### Conflicts of interest

- I will always act in the best interests of the organisation.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest as soon as it arises.
- I will abide by the conflict-of-interest policy.

#### Protecting the organisation's reputation

- When speaking either as a healthcare professional or a private citizen I will uphold the reputation of the PCDS.
- I will respect organisational, board and individual confidentiality.
- I will seek advice and guidance from PCDS committee membership, when asked to respond to circumstances and events as an individual (that could be considered as the opinion or view of PCDS).

#### Personal gain

- I will document expenses and seek reimbursement according to procedure.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

#### In Committee meetings

- I will embody the principles of leadership in all my actions and live up to the trust placed in me by PCDS.
- I will abide by board governance procedures and practices.
- I will strive to attend all committee/subcommittee meetings, giving apologies ahead of time to the Chair if unable to attend.

- I will endeavour to prepare for the meeting in good time and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude towards the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the meeting unless authorised by the Chair or board to speak of it.

#### **Enhancing governance and organisational effectiveness**

- I will participate in development activities for the committee/subcommittee and its members
- I will continually seek ways as a Trustee to improve board governance practice.
- I will support committee/subcommittee colleagues in their professional development.
- I will support the office holders in their roles and, with my fellow Trustees, seek development opportunities for them.
- I will respond to requests for information, input or decisions from PCDS/contractors in a timely fashion and will notify PCDS of any extended absence.

#### **Leaving the committee**

- I understand that substantial breach of any part of this code may result in my suspension or removal from the committee/subcommittee.
- Should I resign or retire from the committee/subcommittee, I will inform the Chair in advance in writing, stating my reasons for resigning.

\*All committee members are Trustees

**Reviewed by PCDS Trustees: September 2023**

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## **Diabetes & Primary Care**

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