

Women's Engineering Society

Code of Conduct for Trustees and Council Members

Amended and Approved April 2016

www.wes.org.uk



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1. About WES

WES is a network of women engineers, apprentices, scientists, ICT specialists and technologists pursuing a vision of a better world. WES members work together to empower women to achieve their potential as scientists, engineers and leaders.

2. Purpose of the Code of Conduct

The purpose of WES Code of Conduct is to outline the principles for WES Trustees and Council Members to adhere to and uphold. All individuals associated with WES as Trustees and Council Members should endeavour to maintain the highest standards of personal and professional conduct. This code is in accordance with the Statement of Ethical Principles for the Engineering Profession created by the Engineering Council and the Royal Academy of Engineering.

3. The Principals of the Code of Conduct

Trustees and Council Members are expected to act in accordance with the principles outlined in this document (www.wes.org.uk/policies).

3.1. Equality and Diversity

Trustees and Council Members' behaviour and attitudes are consistent with the values of the WES and the agreed equality and diversity strategy.

3.2. Respect

Trustees and Council Members must treat each other, Members, Members of staff and others they come into contact with when working in their role with respect and courtesy at all times. They must respect the role of staff and let them work unhindered.

3.3. Commitment

Trustees and Council Members must devote sufficient time preparing for and attending meetings to ensure they add value to the Trustees' or the Council's work.

Elected members of Council should attend all meetings of WES Council where possible, or give good reason for being unable to attend and send to the Secretary apologies for their absence on each occasion. If members do not attend three (3) consecutive meetings (without good reason), they should be removed from Council. If at any time members are aware that their attendance at Council meetings will become difficult, they should declare any special reasons which might arise. Council may then consider whether it is appropriate that they remain Members of the Council.

3.4. No personal benefit

Trustees and Council Members must not benefit from their position beyond what is allowed by the law and what is in the interests of WES. WES staff time and resources must be used prudently. Trustees and Council Members should take decisions solely in terms of WES's

interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends

3.5. Conflicts of Interest

Trustees and Council Members should identify and promptly declare any actual, potential or perceived conflicts affecting them. The Trustees Board or the Council will then decide whether the member should absent themselves from any discussion where there is any such conflict or ask them to withdraw from their position if major conflict exists. They may only re-engage with the work of the Trustees or Council when the conflict is removed.

3.6. Probity

Trustees and Council Members must comply with any rules agreed by WES including those relating to the acceptance of gifts and hospitality and the avoidance of activities which might compromise WES's political neutrality.

3.7. Openness and Accountability

Trustees and Council Members must be open, honest, responsive and accountable to each other for the benefits of WES, members of staff and other stakeholders about their decisions, actions and work, including their use of WES resources.

3.8. Confidentiality

Trustees and Council Members must respect the status of confidential issues they read and discuss. They are bound to maintain the status of this material and any discussions.

3.9. Integrity

Trustees and Council Members are required to use their knowledge, expertise and experience to take the best decisions they can in the interests of the charity. They are equally responsible for all decisions of the Board or Council. Trustees and Council Members should also promote and support the principles of good governance by leadership and example and should act in an individual capacity and not as a representative of any group, organisation or individual.

3.10. Qualified to act as Charity Trustee

Trustees must declare that they are not disqualified from acting as a Charity Trustee by reason of:

- a) having an unspent conviction for an offence involving dishonesty, or an offence under the Charities and Trustee Investment Act (Scotland) 2005;
- b) being an undischarged bankrupt;
- c) having been removed from serving as a charity trustee, or from management or control of a charity under previous legislation, or of from management or control of any other body
- d) being disqualified from serving as a Company Director.

It is an offence punishable by fine or imprisonment to act as a Charity Trustee while disqualified from doing so.

4. Declaration Statements

Trustees and Council Members should sign the following Declaration Statements.

Declaration Statement of WES Trustee

I have read and understood the above Code of Conduct for Trustees. I agree to abide by the standards set in the code.

I declare that I am not disqualified from acting as a Charity Trustee for any of the reasons given in the Code of Conduct.

I declare that I have the following interest(s) which might under some circumstances influence my decisions or actions taken on behalf of WES.

Signed:

Name (please print)

Date

Declaration Statement of WES Council Member

I have read and understood the above Code of Conduct for Council Members. I agree to abide by the standards set in the code.

I declare that I have the following interest(s) which might under some circumstances influence my decisions or actions taken on behalf of WES.

Signed:

Name (please print)

Date

Signed:

WES President 2016

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