

Code of Conduct

Version history

Version	Date Adopted	Facilitator	Note
1.0	17/11/2025	Lesley Barrett	

Document controls

Action	Responsibility
Approval of document	Secretariat and Plenary
Implementation	Secretariat, Plenary, Staff and Supervisory Working Group, Members
Review	Secretariat
Date of next review	September 2027

1. Purpose

This Code of Conduct shall be signed by every member of the PPN elected to a representative position on the various committees or boards where the PPN has such representation and by the members of the Secretariat and by every member who acts as a Facilitator.

This Code of Conduct details what each member shall commit to in their role as a representative of the PPN and in all areas relating to their interaction with, and on behalf of, the PPN.

All members and members with a representative role have a duty of care and responsibility to act in the best interests of the PPN complying with this Code of Conduct and the provisions of the Constitution.

2. Organisation Values

All Members commit to and promise to comply with the fundamental values that underpin all the activities of PPN.

3. Accountability

As a member everything you do and every interaction you are involved in shall be able to stand the test of scrutiny by members of the public, the media, members, beneficiaries, stakeholders and the regulatory authorities

4. Integrity and Honesty

These shall be the hallmarks of all conduct within and on behalf of the PPN particularly when dealing with fellow members and colleagues and external individuals and agencies.

5. Transparency

Members shall promote an atmosphere of openness throughout the PPN in order to promote confidence to members of the public, Local Authority Elected Members and staff, beneficiaries and regulators and to promote strategic and operational effectiveness.

6. Governance

Members shall always support the ethos and values of PPN and ensure compliance with good governance and shall:

- Commit to supporting and advocating compliance with good governance for the Community and Voluntary Sector and the myriad of groups and organisations within the sector.
- Participate in appropriate induction, training and development programmes.
- Support the Resource Worker in their executive role and the Facilitator in their leadership role.

7. Conflicts of Interest

Members shall always:

- Act in the best interests of the PPN.
- Declare any potential ‘Conflict of Interest and Conflict of Loyalty’ or any such circumstance as may be viewed by others as conflicting as soon as it arises.
- Abide by decisions of the Secretariat and comply with any requirements it requires regarding potential conflicts of interest or loyalty.

8. Guardian of the PPN’s reputation

Members shall:

- Not speak as a member to the media or any public forum without the prior knowledge and approval of the Facilitator of the Secretariat.
- Ensure that any comments made shall reflect current policy even if they do not agree with them.
- When speaking as a private citizen upholds the reputation of the PPN.
- Respect individual confidentiality.
- Take an active interest in the PPN’s public image.

9. Mediation and External Support

Where appropriate, SDC PPN may facilitate mediation or seek external support to assist in resolving a grievance.

The use of mediation or external support will be:

- Proportionate to the issue
- Voluntary
- Agreed by the parties involved

Mediation does not replace the requirement for fair process.

10. Outcomes and Follow-Up

Possible outcomes of a grievance may include:

- Informal resolution
- Mediation or facilitated discussion
- Recommendations for future conduct or working arrangements
- Referral to another relevant policy, including the Code of Conduct

Outcomes will be proportionate and focused on resolving the issue and maintaining a respectful working environment.

11. Records and Data Protection

Confidential records of grievances will be maintained in line with SDC PPN's Data Protection and Records Retention policies.

Access to grievance records will be restricted and records will be retained only for as long as necessary.

12. Malicious or Vexatious Grievances

Grievances raised in good faith are always protected.

Where a grievance is found to be malicious, knowingly false or vexatious, this may be addressed under the Code of Conduct.

13. Accessibility and Reasonable Accommodations

SDC PPN is committed to ensuring that the grievance process is accessible.

Reasonable accommodations will be made where required, including:

- Alternative formats

- Support with communication
- Flexibility in meetings or timelines

14. Review of Policy

This policy will be reviewed periodically to ensure it remains appropriate, effective and in line with best practice.