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# **POLICY STATEMENT**

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**CODE OF CONDUCT [MEMBER OF STAFF] POLICY**

(Policy Reference: No CMCI0/006)



Definitions:

“Chair” – Chair of Board of Trustees

“CMCIO” – Crawley Museums Charitable Incorporated Organisation

“Secretary” – Secretary of Crawley Museums CIO

“Trustees” – Board of Trustees

I will respect and uphold the values of CMCIO:

**VALUES**

- Inclusiveness – we recognise that diversity is strength and will seek to involve all people, as active participants in their community.
- Responsive – we will strengthen the efforts of individuals and groups to meet community needs and make a difference.
- Quality – we will strive for excellence in the delivery of our services and activities.
- Connected – we will work with others through local and regional cross-sectoral links and partnerships to enhance community well-being.
- Accessible – we will provide fair and open access to volunteer opportunities and support.
- Forward looking – we will recognise the need for continual review and improvement.
- Impact focused – we believe that success is measured by outcomes, and will seek to deliver results that benefit both individuals and the community.

**GENERAL**

- I will act within the governing document of CMCIO, and the law, and abide by the policies and procedures of the organisation. This includes having knowledge of the contents of the constitution/governing document and relevant policies and procedures.
- I will support the objects and mission of CMCIO, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- 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 the organisation and area of work. This will include an understanding of how CMCIO operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- I will use CMCIO resources responsibly, and when claiming expenses will do so in line with organisational procedures.
- I will seek to be accountable for my actions to the Board of CMCIO, and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that CMCIO is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

**MANAGING INTERESTS**

- I will not gain materially or financially from my involvement with CMCIO, unless specifically authorised to do so.
- I will act in the best interests of CMCIO as a whole, and not as a representative of any group – considering what is best for CMCIO and its present and future beneficiaries and avoiding bringing CMCIO into disrepute.

## CODE OF CONDUCT (MEMBER OF STAFF) (Policy Reference: No. CMCIO/006)

- 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 CMCIO policy.
- I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

### **MEETINGS**

- I will attend all appropriate Volunteer meetings, as required, or give apologies.
- 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; contributing in a considered and constructive way, listening carefully, challenging sensitivity and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the Trustees and will not act individually unless specifically authorised to do so.

### **RELATIONS WITH OTHERS**

- I will endeavour to work considerately and respectfully with all those I come into contact with at CMCIO. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of Trustees, Volunteers and Members of Staff of CMCIO are different, and I will seek to understand and respect the difference between these roles.
- I will seek to support and encourage all those I come into contact with at CMCIO. No one should be discriminated against on the basis of race, age, gender, ability, family circumstances or sexual orientation. I will also support the Chair of Trustees, Volunteers and other Members of Staff.
- I will not make public comments about the organisation unless authorised to do so. Any public comments I make about CMCIO will be considered and in line with organisational policy.

### **LEAVING THE EMPLOYMENT OF CMCIO**

- I understand that substantial breach of any part of this code may result in procedures being put in motion.
- Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign. I will accept the majority decision of the Trustees in this matter and resign at the earliest opportunity.
- If I wish to cease being an employee of CMCIO at any time, I will inform the Chair and Secretary in advance (giving as much notice as possible) in writing, stating my reasons for leaving.

**This Policy Document can be amended as and when required, with a review of every 2 years.**

<b>Approved by the Board of Trustees of Crawley Museums</b>	
Chair's signature:	
Name:	Paul Castle
Date:	
Date of next review:	March 2026