

Rosemount Community Group – Code of Conduct for Committee and Sub-Committee Members

1. Introduction

Committee and Sub-Committee Members of Rosemount Community Group play a vital role in delivering the group's objectives on behalf of the community. This Code of Conduct outlines the standards of behaviour expected from those in leadership and decision-making roles. All members must act in accordance with the group's non-political, inclusive ethos and in the best interests of the residents we represent.

2. Principles of Conduct

All Committee and Sub-Committee Members must:

- Act with honesty, integrity and transparency
- Work collaboratively and respectfully with others
- Declare any conflicts of interest and avoid any decision-making where a conflict exists
- Treat all residents and members fairly and equally
- Ensure all decisions and actions reflect the inclusive, non-political nature of the group
- Maintain confidentiality where appropriate, particularly in relation to personal data and sensitive matters

3. Financial Responsibility

Committee and Sub-Committee Members must:

- Ensure all financial dealings are transparent, accurate and in line with the group's financial policies and procedures outlined in Rosemount Community Group's constitution.
- Only spend group funds with prior approval, supported by appropriate documentation (e.g. receipts, invoices).
- Maintain clear records of income and expenditure, to be reviewed at regular committee meetings and AGMs. Accounts may be subject to audit at any time.
- Avoid any appearance of financial irregularity, personal gain or misuse of group funds.
- Declare any potential financial conflicts of interest and refrain from involvement in related decisions.

Failure to adhere to these principles may result in disciplinary action and/or referral to external authorities where necessary.

4. Prohibited Conduct

The following behaviour is not acceptable and may result in removal from a committee or sub-committee and where appropriate, revocation of membership:

- Misuse of group resources or position for personal or political gain.
- Financial mismanagement or failure to account for funds appropriately.
- Bullying, discrimination, harassment or exclusion of others.
- Hate speech or any form of aggressive or harmful communication.
- Breach of confidentiality or GDPR policies.
- Public misrepresentation of the group's objectives or actions
- Undermining group decisions or acting outside the scope of agreed responsibilities

5. Disciplinary Action and Right to Appeal

Where a breach of this Code is alleged, the matter will be reviewed by the Chair and at least one other senior committee member (or an external neutral party if appropriate). The person concerned will be informed of the complaint and given an opportunity to respond.

Possible outcomes include:

- A formal warning
- Removal from committee or sub-committee duties
- Revocation of general membership (for serious misconduct)

Members subject to disciplinary action have the right to appeal to an independent reviewer nominated by the PPN, whose decision shall be final.