



## BIS CODE OF CONDUCT

As a Council Member and Trustee of the British Interplanetary Society, I promise to abide by the fundamental values that underpin all activities of this organisation. These are as follows:

### Nolan Principles

As an organisation we seek to abide by the “Nolan Principles”, which are designed to enhance trust in public office holders as well as in charities. These were set out by Lord Nolan in 1995 in [the first report of the Committee on Standards in Public Life](#). I will uphold these:

- **Selflessness:** *The Council must act in the best interests of the organisation at all times and must take decisions that support and promote the strategic plan, aims and objectives. Members of the governing body should not promote the interests of a particular group or body of opinion to the exclusion of others.*
- **Openness:** *Council members must be transparent in all actions and they must declare and record all relevant personal and business interests and must be able to explain actions.*
- **Honesty:** *Council members must ensure that they always act in the best interests of the organisation and that all activities are transparent and accountable.*
- **Objectivity:** *Council members must consider all matters on their merits and base decisions on the information and advice available and reach their decision independently.*
- **Integrity:** *Council members must actively support and promote their values and must not be influenced by personal interests in exercising their roles and responsibilities.*
- **Accountability:** *Council members must take responsibility for and be able to explain their actions, and demonstrate that their contribution to governance is effective.*
- **Leadership:** *Council members must uphold the principles and commitment to delivering good outcomes for tenants and other service users and lead the organisation by example.*

### Law, mission, policies

I will act within the governing document of the British Interplanetary Society and abide by the policies and procedures of the organisation.

I will not break the law or go against charity regulations in any aspect of my role of trustee.

I will support the objects and mission of the British Interplanetary Society and act as their guardian and champion.

I will develop and maintain an up-to-date knowledge of the British Interplanetary Society and its environment.

### **Conflicts of interest**

I will always strive to act in the best interests of the organisation as a whole and not as a representative of any group, considering what is best for the British Interplanetary Society and its present and future beneficiaries.

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 submit to the judgment of the Council and do as it require regarding potential conflicts of interest.

### **Person to person**

I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.

I will strive to establish respectful, collegial and courteous relationships.

Where I also volunteer with the organisation I will maintain the separation of my role as a trustee and as a volunteer.

### **Protecting the organisation's reputation**

I will not make public comments about the organisation unless authorised to do so.

Any public comments I make about the British Interplanetary Society will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.

When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.

I will respect organisational, Council, and individual confidentiality.

### **Personal gain**

I will not personally gain materially or financially from my role as trustee, unless specifically authorised to do so, nor will I permit others to do so as a result of my actions or negligence.

I will use organisational resources responsibly. I will document expenses and seek reimbursement according to procedure.

I will not accept gifts or hospitality without the prior consent of the chair.

### **In the Council room**

I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the British Interplanetary Society.

I accept my responsibility to ensure that the British Interplanetary Society is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

I will abide by Council governance procedures and practices.

I will strive to attend all Council meetings, giving apologies ahead of time to the chair if unable to attend.

I will study the agenda and other information sent me in good time prior to the meeting 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 toward the opinions of others while making my voice heard.

I will accept a majority Council vote on an issue as decisive and final.

I will maintain confidentiality about what goes on in the Council Room unless authorised by the chair or Council to speak of it.

### **Enhancing governance**

I will participate in induction, training and development activities for trustees.

I will continually seek ways to improve Council governance practice.

I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.

I will support the chair in his/her efforts to improve his/her leadership skills.

### **Leaving the Council**

I understand that substantial breach of any part of this code may result in my removal from the trustee Council.

Should procedures be put in motion that may result in my being asked to resign from the Council, I will be given the opportunity to be heard. In the event that I am asked to resign from the Council, I will accept the majority decision of the Council and resign at the earliest opportunity.

Should I resign from the Council I will inform the chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Signed:

Name:

Date: