

# **CODE OF CONDUCT**

## For Members of Three Oaks Homes Tenants' Federation

### **1. Common Principles**

Three Oaks Homes Tenants' Federation members, Three Oaks Homes (TOH) officers and TOH Board Members to understand and appreciate their respective positions and responsibilities if a strong partnership is to exist.

Members are required at all times to act in a courteous manner and strive to develop and maintain a balanced relationship of mutual respect which is open and honest. Personal attacks, offensive and abusive comments are not acceptable.

In carrying out their role no member will discriminate against any person in a manner that is contrary to TOH Equal Opportunities Policy on any ground against any other member of the group or panel. All members shall ensure that everybody has the right to be treated with dignity and respect regardless of race, colour, ethnic or national origins, nationality, gender, marital status, age, sexuality, religion, or any other matter which causes people to be treated with injustice.

Officers are responsible to TOH. Their job is to carry out TOH work under the direction of the Managing Director. They will work with, and give advice to, Three Oaks Homes Tenants' Federation representatives and TOH Board Members.

Three Oaks Homes Tenants' Federation representatives are responsible for representing the best interests of residents in their District. They should try to reflect and understand the views of the community.

Members must declare any potential conflict if they have any personal, financial or material interest in any matter being considered (for example, if a panel is considering a change in a policy, a member must inform the panel if they have a close relative who might gain advantage from the change; or if they have an interest in a contractor whose work is being discussed).

Members shall at all times operate within the rules laid down in the constitution.

## **2. Officer and Board Member Code**

At all times, officers and TOH Board Members shall act in a professional manner and abide by their respective codes of conduct.

## **3. Three Oaks Homes Tenants' Federation Representative Code**

Three Oaks Homes Tenants' Federation representatives shall be courteous at all times in their dealings with officers, TOH Board Members, contractors, agencies, other tenants and members of the public.

Officers shall not be asked for their personal views about the policies, management, staff or Board Members of TOH.

Three Oaks Homes Tenants' Federation representatives must respect the impartiality of officers and must undertake not to make political statements of a derogatory nature at meetings nor in their role as a Three Oaks Homes Tenants' Federation representative.

Three Oaks Homes Tenants' Federation representatives shall not give officers instructions on the day to day performance of their duties.

Officers will try to attend all relevant meetings outside normal hours. However, Three Oaks Homes Tenants' Federation representatives should appreciate that such availability will sometimes be restricted by private commitments. Three Oaks Homes Tenants' Federation should give at least two weeks notice of meetings.

Three Oaks Homes Tenants' Federation members will not speak or write on behalf of their group or panel without the prior agreement of the group or panel. Any correspondence sent on behalf of the group or panel should be agreed in advance by the group or panel and copies provided to all group or panel members.

Where members are representing their group or panel at another panel or working group it is the responsibility of that member to represent the views of their parent group and feedback to their parent group.

From time to time, Three Oaks Homes Tenants' Federation members will acquire and have access to confidential information and information that has not yet been made public. When members are advised that information is confidential it must not be disclosed to other people under any circumstances. It must not be used for personal gain.

#### **4. Breach of Code of Conduct**

- 4.1 Should there be a breach of this code by a Three Oaks Homes Tenants' Federation member, officer of TOH or TOH Board member at a meeting, the Chair of the meeting has the power to give a verbal warning to the individual. In addition any member of the group or panel can propose that another member be given a verbal or written warning.
- 4.2 If, despite a warning, a member continues to breach this code, or in more serious breaches, they can be expelled or suspended from meetings by the Chair of the meeting or the Committee.
- 4.3 Where there is a serious breach of the Code of Conduct the Three Oaks Homes Tenants' Federation reserves the right to take action against any affiliated organisation or Three Oaks Homes Tenants' Federation member which could include suspension or termination of membership [see 3f of Constitution].

**TOHTF/03.11.08**