



# GENERAL CODE OF CONDUCT

## GRAVEN HILL RESIDENTS ASSOCIATION

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Adopted by the GHRA Committee	24 January 2025
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This document outlines a code of conduct for anyone involved in activities associated with the Graven Hill Residents' Association (GHRA) and covers committee members and those on Working Groups endorsed by the GHRA. It is intended to replace similar sections in, and be referred to by, the GHRA Constitution.

### General Behaviour

- Individuals must act lawfully and with honesty and integrity.
- Individuals must behave in a polite, respectful manner, striving not to cause offence and not engage in behaviour that might be viewed as harassment.
- Individuals must not discriminate against any person in any way, in particular based on sex, gender, race, religion, age, pregnancy, marital status, property tenure, disability, religion or belief, sexual orientation, or social status. This includes taking steps to ensure the participation and representation of individuals disadvantaged on any of these grounds in the activities of the Association.
- Individuals must ensure that any expense claims are accurate and only include expenses that were incurred whilst carrying out matters relating to the GHRA.
- Robust discussions are to be expected, but individuals should take care to ensure that arguments are made in a constructive fashion. This is especially true of online communications which can easily be misconstrued or misunderstood. Whenever possible, any disagreements that arise online should be resolved in a live conversation, preferably face-to-face.
- To avoid confusion or misrepresentation, when interacting with residents, stakeholders or other third parties, members of the GHRA and any associated Working Groups must be clear whether any statements or positions made are those that represent their own personal voice or that of the GHRA or Working Group.
- Individuals should be mindful of their comments in person and on official social platforms. Any decision to contact or respond to the media must have approval of the GHRA committee.

## **Obligations**

- Individuals must ensure they work in the best interests of the Graven Hill community consistent with the constitutional aims of the GHRA.
- Individuals should strive to ensure that positive relationships are maintained within the GHRA and between the GHRA and its stakeholders.
- Individuals must ensure that any expense claims are accurate and only include expenses that were incurred whilst carrying out matters relating to the GHRA.
- Individuals should aim to achieve value for money in all their activities and in their recommendations.
- Individuals should arrive on time for any meetings and send apologies if they are going to be late or absent.
- Individuals should come prepared for meetings, having read all relevant documents and bringing all relevant materials.
- Any presentations made by individuals must not be misleading or misrepresent community interests.

## **Conflict of interest**

- Individuals must declare any conflict of interest e.g. putting forward a recommendation that they would benefit from directly, financially or otherwise. In the event of a conflict of interest being highlighted, the rest of the group will then decide whether or not the individual needs to recuse themselves from any related matters.
- Individuals must not use their role in the group to further personal issues or interests.
- Individuals must not accept, or give, any gift or excessive hospitality from, or to, any stakeholder, resident or other third parties.

## **Confidentiality**

- Individuals must keep all information they obtain through their role confidential until it is in the public domain.
- Individuals must be especially mindful of the privacy of residents and ensure they comply with the GHRA Privacy Policy and the requirements for Personally Identifiable Information detailed in the UK GDPR.
- Individuals must not use any information obtained through their role for personal gain nor pass it on to others who might use it in such a way.
- Individuals must keep any non-public information or paperwork they receive in a secure place. This includes documents or information held electronically. Such paperwork should be disposed of via shredding or confidential waste disposal and not through general, household waste and recycling.