



BOARD CODE OF CONDUCT & TEAM CHARTER

**This document outlines Westfield Housing Association's policy in respect of
the behaviour and conduct expected of Board members**

Board Code of Conduct

In fulfilling the duties of a Board member, each individual shall:

- ◆ uphold the values and objectives of the Association;
- ◆ uphold the Association's core policies including this Code of Conduct;
- ◆ ensure the Association operates in accordance with its own Rules and within relevant laws and regulations;
- ◆ act in good faith at all times, observe high standards of probity, not seek personal gain from their role as Board member and not damage the reputation of the Association, its tenants or communities;
- ◆ declare any relevant interests and activities undertaken outside their role as a Board member; avoid conflicts of interest and actions that might reasonably be perceived as creating a conflict of interest;
- ◆ report reasonable and honest suspicions of wrong-doing within the Association;
- ◆ respect confidentiality of information and comply with relevant data protection legislation;
- ◆ act with fairness so as not to unjustly discriminate against individuals, groups or interests; promote equality and diversity in all that they do and that the Association does;
- ◆ treat others with respect and courtesy;
- ◆ contribute to and share responsibility for the board's decisions, including its duty to exercise reasonable care, skill and independent judgement;
- ◆ seek to develop their skills, knowledge and learning, including preparing adequately for Board meetings and participating in training events and in collective and individual performance reviews;

Board Team Charter

- We fulfil our Board member role by being:
 - ✓ Open-minded.
 - ✓ Honest.
 - ✓ Positive.
 - ✓ Committed to the success of Westfield Housing.
- We demonstrate respect for each other as individuals in what we say and what we do.
- We respect each other's opinions, even if we disagree with them.
- We ensure that everyone feels secure enough to speak openly without fear of any adverse reaction.
- We strive to get the best out of each other and ourselves.
- We are respectful of our customers and staff, consult tenants and nursery parents and demonstrate that we have taken their views and feedback into consideration.
- We come to meetings well prepared and start them on time. We will send apologies in advance if we are going to be absent. Meetings will take as long as they need to and will not be restricted.
- We stick to the subject in hand and do not pursue personal agendas.
- We all take our fair share of the workload and responsibilities.
- We all commit, support and deliver a consistent message on all decisions made.
- We are mindful of how others perceive us.
- We are ambassadors of Westfield Housing, including Footsteps Nursery, at all times.