Code of Conduct for Trustees of the Society for Applied Microbiology

Published: 14 December 2015

Review: XXXX

All Trustees will respect and uphold the values of Society for Applied Microbiology (S*f*AM). The Society is modern, innovative, and progressive; values equality diversity and inclusion, integrity, honesty, and respect; and seeks to promote excellence and professionalism and to inspire the next generation of microbiologists.

This Code of Conduct has been established in conjunction with the Universal Ethical Code for Scientists and the Nolan Principles.

All Trustees are expected to confirm that they agree the following:

# General

* I will act in accordance with the governing documents of the Society for Applied Microbiology and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the Memorandum and Articles of Association, Trustee Roles and Responsibilities document, and all other relevant policies and procedures.
* I will support the objects and mission of the Society for Applied Microbiology, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
* I will be responsible for leading and setting an example for the organisation through my actions. As such, I will ensure that my actions reflect SfAM’s values of Equality, Diversity, and Inclusion and that those values are upheld and applied to all areas of the organisation.
* I will be an active trustee, making my skills, experience and knowledge available to the Society for Applied Microbiology and seeking to do what additional work I can outside Executive Committee meetings, including sitting on sub-committees.
* I will respect organisational, Executive Committee and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
* I will develop and maintain knowledge of the Society for Applied Microbiology and its environment. This will include an understanding of how the Society for Applied Microbiology operates, the social, political and economic environment in which it operates and the nature and extent of its work.
* I will use the Society for Applied Microbiology’s resources responsibly, and when claiming expenses will do so in line with Society procedures.
* I will be responsible for ensuring that the Society for Applied Microbiology is well run, and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
* I will be accountable for my actions as a Trustee of the Society for Applied Microbiology and will submit myself to whatever scrutiny is appropriate.
* I will co-operate with any investigation into my own behaviour, and respond to questions promptly when asked
* I will submit to any decision that Council may make about my own conduct, including a decision to remove me as a Trustee, in accordance with the Society’s Articles of Association

# Managing interests

* I will not gain materially or financially from my involvement with the Society for Applied Microbiology unless specifically authorised to do so, according to SfAM’s Articles of Associations
* I will act in the best interests of the Society for Applied Microbiology as a whole, and not as a representative of any particular group – considering what is best for the Society for Applied Microbiology and its present and future beneficiaries.
* I will avoid bringing the Society for Applied Microbiology into disrepute.
* Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the Society. Where there is a conflict of interest, I will ensure that this is managed effectively in line with Society for Applied Microbiology policy. I understand that a failure to declare a conflict of interest may be considered to be a breach of this Code.

# Meetings

* I will attend all appropriate meetings and other appointments of the Society for Applied Microbiology or give apologies. If I cannot attend meetings sufficiently often to contribute effectively, I will consider whether there are other ways I can engage with the Society.
* I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
* I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and managing conflict without agression.
* I will participate in collective decision making, accept a majority decision of the Executive Committee and will not act individually unless specifically authorised to do so.

# Governance

* I will actively contribute towards improving the governance of the Executive Committee, participating in induction and training and sharing ideas for improvement with the Executive Committee.
* I will help to identify good candidates for trusteeship of the Society for Applied Microbiology and, with my fellow Trustees, will appoint new Trustees in accordance with agreed selection criteria.
* I will help to identify candidates based solely on the required skills of the candidacy for any role within SfAM where I will be contributing to the selection process. I will ensure that SfAM’s values of equality, diversity, and inclusion are upheld before, during, and after the selection process and that these values are communicated and made transparent to candidates.

# Relations with others

I will work considerately and respectfully with all those I come into contact with at the Society for Applied Microbiology. I will respect and value diversity, and try not to give offence.

* I recognise that the roles of Trustees, volunteers and staff of the Society for Applied Microbiology are different, and I will seek to understand and respect the difference between these roles.
* Where I also volunteer with the organisation, I will maintain the separation of my role as a Trustee and as a volunteer.
* I will support and encourage all those I come into contact with at the Society for Applied Microbiology. In particular, I will support the President and Chief Executive.
* If I witness or am made aware of behaviours within the Exec Committee or elsewhere in SfAM that are not in line with the policies and values of SfAM, I will raise my concerns with the Executive Committee and/or Chief Executive.
* I will not make public comments about the organisation unless authorised to do so. Any public comments I make about the Society for Applied Microbiology will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.
* If I wish to declare personal interests in a public forum, I will make clear that I am speaking as an individual and not as a representative of SfAM.

# Leaving the Executive Committee

* If I wish to cease being a Trustee of the Society for Applied Microbiology at any time, I will inform the President in advance in writing, stating my reasons for leaving.