**Company name

Description automatically generated with low confidence**

**Example code of conduct for attendance at meetings**

1. **Introduction**

Our code of conduct has been agreed by our Board and sets out the expectations for people attending a meeting (virtual or face to face). Attendees are expected to follow the code and its standards of behaviour so that everyone present at our meetings are able contribute effectively and inclusively. Failure to comply with the code may result in exclusion from our meetings.

1. **Valuing diversity**

Attendees at meetings must undertake to treat everyone with respect and act in a way which does not discriminate against or exclude others. They must observe the Seven Principles of People in Public Life (‘the Nolan Principles’) (appendix 1).

1. **Meeting etiquette**

Attendees should:

* Join the meeting on time
* Be prepared in advance, e.g. read papers or be ready to present if required
* Observe the authority of the chair or facilitator and raise points through them
* Listen quietly and respect the views and experiences of others; not interrupting when others speak
* Challenge ideas, not individuals or their opinions and not use inflammatory language or behaviour
* Contribute relevantly and concisely to ensure discussion is not side-tracked or time taken up unnecessarily
* Keep mobile phones etc switched off/on silent and leave if it is essential to respond to urgent calls
* If a virtual meeting, then keep on mute, raise a hand when wishing to contribute and review comments made on chat boxes
* Agree that any decision reached by a majority must be accepted, although a formal request to the chair can be made to record a differing opinion in the minutes

1. **Confidentiality**

Most meetings will be minuted and sometimes a recording will be made (although deleted after a month). However, some meetings may include discussions on sensitive topics and discretion should be used when sharing details with others outside of the meeting.

1. **Procedure for breaches**

If the code of conduct is breached during a meeting, the chair/facilitator may take the following steps with the objective of restoring order.

1. Any person making offensive, insulting, threatening, provocative, slanderous or obscene remarks, or who threatens or harasses will cause the meeting to be suspended for the shortest period needed to allow order to be restored. The person who has breached the code of conduct will be asked to leave the meeting immediately by the chair/facilitator if deemed serious enough or reminded of their obligations under the code if a minor breach
2. Where the chair/facilitator judges that the meeting has become unmanageable, unnecessarily interrupted, harassed or hindered more than once by the same person or people then they may opt to suspend the meeting and reschedule

Incidents will be reviewed to determine whether the person/people involved should be temporarily or permanently excluded from meetings. If it is decided that the person should be allowed to continue to attend, then they will be provided with this code of conduct and will be asked to confirm that they will comply in full.

**Appendix 1. The Seven (Nolan) Principles of Public Life**

**Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership**

Holders of public office should promote and support these principles by leadership and example.