



Making your retirement work for you.

PATRONS: Ethel Armstrong MBE

Ken Jarrold CBE

## **Code of Conduct for Branch Executive Committee Members**

### **Selflessness**

The members of the branch executive committee have a general duty to act in the best interests of the charity as a whole. They should not do so to gain financial or other material benefits for themselves, their friends or any organisation they represent, if applicable.

### **Integrity**

The branch executive committee members of the NHS Retirement Fellowship:

- should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role
- should, as well as avoiding actual impropriety, avoid any appearance of improper behaviour
- should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement

### **Objectivity**

In carrying out their role, branch executive committee members of the NHS Retirement Fellowship should ensure that decisions are made solely on merit and conform to the Fellowship's policies.

### **Accountability**

The branch executive committee members:

- have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in the charity
- are accountable for their decisions and actions to the trustees of the Fellowship through the Chief Executive of the Fellowship.

### **Openness**

The branch executive committee members:

- should ensure that confidential material, including that about individuals, is handled with due care

- should be as open as possible about their decisions and the action they take and give reasons for their decisions and restrict access to information only when the wider interest clearly demands

## **Honesty**

The branch executive committee members of the NHS Retirement Fellowship:

- have a duty to declare any interests relating to their branch officer role and to resolve any conflicts that may arise
- must act responsibly when handling branch monies and supply receipts and invoices

## **Discretion**

Members of the branch executive committee

- Must comply with the confidentiality policy of the NHS Retirement Fellowship in the performance of their branch responsibilities.

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