

Code of conduct

The SWI is a wonderful organisation to be involved with and we must all maintain and enhance its reputation to ensure it continues to inspire members and prospective members for years to come.

Our ethos and vision for the future is all about supporting women across Scotland and offering learning and socialising opportunities which help to bring women together, combat loneliness and encourage healthy lives for women of all ages and backgrounds. We are proud to welcome all women in Scotland.

As one of Scotland's leading member-based organisations, and a registered charity, how we act and behave determines how we are viewed by those within the SWI and individuals, organisations, businesses and influencers dealing with us or viewing our work. The following Code of Conduct will help engender a positive and receptive attitude from potential members, suppliers and collaborators.

It is essential that our shared commitment to the organisation and its principles are supported by all members of staff and our office bearers, members and volunteers. If any of us fail to act in a way that is consistent with our values, we fail as an organisation.

It is the responsibility of all of us within the organisation to ensure that our behaviour is consistent with the vision of the SWI set out here. By providing clear guidance on what we expect of our staff, office bearers, members and volunteers, we will all help to drive successful outcomes for the organisation.

Thank you for taking the time to read our Code of Conduct, and for using the information found here to help make the SWI even better and stronger. Your dedication to living our values has never been more vital to our continued success.

Diane Cooper
CEO,
Scottish Women's Institutes



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This is a set of values, rules, standards, and principles outlining what the SWI expects from employees, office bearers, members and volunteers.

Our shared values and principles

All employees, office bearers, members and volunteers are expected to promote the SWI's values and principles and protect its reputation by observing the following guidelines:

- We respect the rights of others by acting fairly, honestly and tactfully
- We treat people with respect and dignity at all times
- We maintain high standards of personal and professional conduct
- We protect the safety and wellbeing of ourselves and any others considered to be under the SWI's care or supervision
- We protect the organisation's assets and resources
- We report any matter that breaks the standards within this Code of Conduct
- We maintain confidentiality regarding any confidential or business-sensitive discussions.

Our red flags

The SWI does not tolerate the following in the course of its activities:

- **Exploitation** We do not engage in any activity that amounts to abuse or exploitation of a child or adult
- **Alcohol / drugs** Alcohol and substance misuse which adversely affects staff or members' ability to carry out their role or affects the reputation of the organisation will not be tolerated
- **Illegal goods** We do not possess or profit from the sale of illegal goods or substances
- **Gifts** We do not accept gifts or profit in any way from any supplier, donor or others which are offered as a result of employment or involvement as a volunteer or member
- **Nepotism** We do not undertake any business supplying goods and/or services which involve family and friends unless specifically declared in the register of membership interests and prior agreement has been sought and approved by the Board
- **Threatening behaviour** We do not behave in a way that threatens the security of others
- **Inappropriate material** We do not use the organisation's computers or other equipment to view, download, create or distribute inappropriate material
- **Reputational damage** We do not act in a way that brings the reputation of the SWI into disrepute.

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