

ALDERNEY HOUSING ASSOCIATION LTD

CODE OF CONDUCT FOR DIRECTORS

1. Key Objective

To ensure that the Alderney Housing Association Board conducts its affairs in an open and proper manner consistent with good Corporate Governance.

2. Key Policy Standards

2.1 General

Directors (Board Members) have an obligation to ensure that their private or personal interests do not influence their decisions or compromise their ability to always act in the best interest of the AHA and those who it seeks to serve.

Directors must not use their position to obtain personal gain of any sort.

2.2 Declaration of Interest

Directors must:

- a) declare all interests that may relate to the activities of the AHA
- b) not receive any financial remuneration for their activities as a Director, other than reimbursement of reasonable travelling and/or out of pocket expenses properly incurred on AHA business
- c) ensure that any private or personal financial interest does not influence their decisions
- d) disclose any direct or indirect pecuniary or non-pecuniary interest in any contracts or business being considered by AHA and not vote and/or withdraw from a meeting whilst such matters are being considered and offer to resign where such a conflict is likely to recur on a frequent basis
- e) declare details of any relationship with any candidate for employment with AHA, with the Chief Executive. Such information shall be communicated to the Board before the appointment is made
- f) never allow themselves to be mandated by an outside body or other persons to support, resist or influence a Board decision.

AHA will maintain a register of member's interest which will be available for public inspection.

2.3 Confidentiality

Board members must treat as confidential all information in relation to the business, policy, organisation, management, future plans, development plans, clients, customers, tenants, and staff of AHA. Information must not be provided to third parties unless they are entitled to receive it.

2.4 Gifts and Hospitality

- a) No gift of any kind may be accepted by a Director.
- b) Directors who receive gifts and/or hospitality, offered in conjunction with AHA should not place themselves under an obligation that might influence or be perceived to influence their future decisions or conduct.

- c) Directors should be cautious when accepting hospitality, ensuring that it is appropriate and not too lavish or too frequent. By way of a guideline, Directors should decline hospitality that AHA, as a charitable organisation, could not reasonably be expected to reciprocate. Directors should be careful that the receipt of hospitality could not be construed as a way of exerting improper influence over them or AHA.
- d) The following disclosures must be made by Directors in writing for inclusion in the Register of Interests;
- Any invitation to a social function or other form of hospitality which they have accepted as a result of their involvement with AHA either from existing contractors, consultants, professional advisers, suppliers or any other firms seeking inclusion on the Approved Lists or instructed/or to be instructed by the AHA.
 - Any interest which they or their close relatives may have in a company, firm or organisation involved in, or likely to be involved in business with AHA.
 - All gifts/hospitality, whether accepted or declined, need to be reported to the Chief Executive for recording.

2.5 Use of the Approved Contractors/Consultants

2.5.1 The use of AHA contractors or consultants by Directors in their personal capacity is discouraged. If unavoidable, any work should be arranged in advance, quotes obtained and clearly recorded within the Register of Interest. Wherever possible Directors should ensure that they do not use AHA contractors. If in doubt, Directors should seek the advice of the Chief Executive.

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2.5.2 Details of any use of AHA approved contractors/consultants by Directors will be recorded in the Register of Interests.

2.6 Confidential Reporting (Whistleblowing) and Complaints

2.6.1 AHA encourages both Directors and staff who may have serious concerns or complaints about any aspect of AHA's activities or service delivery to express those concerns. Directors should contact either the Chairman or the Chief Executive in the first instance.

2.6.2 Persons raising concerns will not be penalised in any way for doing so. Equally, abuse of the Policy will be treated as a serious disciplinary matter.

3. Media

All communication with the media should be discussed firstly with the Chief Executive and handled sensitively. If the matter is of a particularly sensitive nature then the Chairman (or in his absence as many of the other Directors as possible) should be consulted. Ideally the Chief Executive should deal with the media and any press releases. It is important that AHA speaks with one voice in a coordinated way hence channelling media contact through the Chief Executive is strongly preferred.