

FWINI Code of Conduct

Date approved by Executive Committee	27/04/2023	Controlled by:	Executive Committee
Date of last review	___/___/___	Implementation	Operations Manager
Date of next review	___/___/___		

Introduction

FWINI 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 Northern Ireland 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 Northern Ireland.

As Northern Ireland's largest Women's organisation, and a registered charity, how we act and behave determines how we are viewed by those within FWINI and individuals, organisations and businesses 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 FWINI 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 FWINI even better and stronger. Your dedication to living our values has never been more vital to our continued success.

Code of conduct

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

Our shared values and principles

All employees, office bearers, members and volunteers are expected to promote FWINI'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, kindness and dignity at all times

We maintain high standards of personal and professional conduct

We protect our safety and wellbeing, and that of any others considered to be under FWINI'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

FWINI 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 for personal gain.

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 computer 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 FWINI into disrepute.