



HSAFC Code of Conduct for Committee Members

Governance Responsibilities

Committee members are collectively responsible for supporting the good governance of HSAFC and acting in the best interests of the organisation and the community it serves.

Committee members are expected to exercise sound judgement, contribute constructively to discussions, support effective decision-making and provide appropriate oversight of safeguarding, finance, risk management and legal compliance.

In carrying out their role, committee members will uphold HSAFC's values and work collaboratively to ensure the organisation is well governed, sustainable and focused on its charitable purpose.

As a member of Howth Sutton Autism Friendly Community [HSAFC], I hereby commit to:

- Uphold the values of inclusion and education expressed in the mission statement of HSAFC and continuously seek to identify and offer opportunities to our autistic community members in line with those values (e.g. volunteering, Committee / Sub Committee roles, initiative lead roles etc.)
- Uphold the values of equality, inclusion and autism acceptance underpinning the AsIAM National organisation
- At all times respect the voice and accessibility requirements of Autistic people on the committee or otherwise involved in the project, and of other minority groups and participants
- Act always in the best interests of the project, and of our community, declaring when asked by the Chairperson at each committee meeting where I have any conflict of interest/loyalty which may influence my thought process or decisions as a committee member. Any such conflict will be recorded in the minutes and where appropriate, I will be asked to withdraw from the discussion and any decision making
- Not allow any personal, business financial considerations influence my work as a committee member
- Regularly attend meetings of the committee and support the implementation of the work programmes agreed by the committee

- Follow agreed procedures at committee meetings and respect the decisions of the Chairperson of the meeting
- Respect the confidentiality of committee meetings
- Give prior notice if I am unable to attend a committee meeting
- Notify the Chairperson if I am no longer able to remain as a committee member, undertaking any handover that may be required
- Adhere to the policies pertaining to any sub-committee of which I am a member

Respectful Conduct

- Committee members will treat one another, volunteers, participants, families, partner organisations and members of the public with courtesy, dignity and respect at all times.
- HSAFC is committed to providing a welcoming, inclusive and respectful environment. Bullying, harassment, discrimination, intimidation or inappropriate behaviour will not be tolerated.

Safeguarding Responsibilities

- Committee members are expected to comply with HSAFC's Child and Vulnerable Adult Safeguarding Policy and to promote a culture where safeguarding is everyone's responsibility.
- Any safeguarding concern must be reported promptly in accordance with the procedures set out in the Safeguarding Policy.

Confidentiality and Data Protection

- Committee members will respect the confidentiality of information obtained through their role and will handle personal information responsibly and in accordance with HSAFC's Data Protection and Privacy Policy.
- Confidential information must not be disclosed or used for personal benefit and these obligations continue after a committee member leaves the Committee.

Collective Responsibility

- Committee members are encouraged to contribute openly, respectfully and constructively to discussions. Once a decision has been properly made by the Committee, members are

expected to support that decision and work collectively in the best interests of HSAFC, even where they may have held a different view during discussions.