

Our code of conduct

 francobritishnetwork.fr/our-code-of-conduct

Forward by Roger HAIGH, President of the Franco British Network

Our aim as a voluntary, non-profit making organisation (Association loi 1901) is to provide aid and advice to members of the Franco-British Community in the Dordogne area of France.

Information provided by The Franco British Network is for guidance and does not constitute legal, professional or commercial advice. While every care has been taken to ensure that the information is useful and accurate, The Franco British Network gives no guarantees, undertakings or warranties in this regard, and does not accept any legal liability or responsibility for the content or accuracy of the information so provided, or, for any loss or damage caused arising directly or indirectly in connection with reliance on the use of such information.

The staff, volunteers or associated personnel who are involved in the United Kingdom Nationals Support Fund (UKNSF) project have a key role to play and therefore must consider their work on par to a mission, providing critical help to UK Nationals who are in need of assistance.

Fundamental requirements

Integrity

Integrity should be judged based on the total behaviour of the person concerned. It includes such basic qualities as honesty, truthfulness, loyalty, probity, impartiality, and rejection of corruption.

Loyalty

Loyalty entails placing the good of the Franco British Network above personal, national or other interests.

Independence

The Franco British Network staff, volunteers or associated personnel must, in the exercise of their functions, remain independent of any authority outside the association, and their conduct should always reflect such independence. Staff members undertake not to seek or accept instructions relating to the performance of their duties from any person or entity external to the Franco British Network.

Impartiality

The Franco British Network staff, volunteers or associated personnel, in the exercise of their functions, must be impartial by exhibiting objectivity, lack of bias, tolerance and restraint, particularly when disputes or differences arise. Without impartiality on the part of staff, volunteers or associated personnel, the Franco British Network could not gain public acceptance and confidence. The personal views and convictions of the Franco British Network staff, volunteers or associated personnel remain inviolable. However the Franco British Network staff, volunteers or associated personnel unlike private individuals, do not have the freedom to publicly take sides or express their convictions since such behaviour might give the impression of partiality.

Commitment to the Franco British Network code of conduct

This code of conduct is based on those core values, guiding principles and fundamental requirements. The Franco British Network staff, volunteers or associated personnel are expected to take a positive and active approach in upholding these standards of conduct.

Freedom from discrimination

The Franco British Network staff, volunteers or associated personnel are expected to always respect the dignity, worth and equality of all people, without regard to race, gender, religion, colour, national origin, marital status, sexual orientation, age, physical disability or political conviction. Assumptions about capabilities based on stereotypes are to be avoided.

Freedom from harassment

Harassment in any form is an affront to human dignity. The Franco British Network staff, volunteers or associated personnel should not engage in any form of harassment. Equally, they have the right to an environment free of harassment, which the Franco British Network has a duty to provide. Any form of discrimination or harassment, including sexual or gender harassment, as well as physical or verbal abuse at the workplace or in connection with work, is prohibited. Staff members shall not threaten, intimidate, or otherwise engage in any conduct intended, directly or indirectly, to interfere with the ability of other staff members to discharge their official duties. The conduct of the Franco British Network staff, volunteers or associated personnel must be free from intimidation or personal favouritism.

Gender equality

The Franco British Network should endeavour to uphold the equality of men and women and contribute to remove all barriers to gender equality.

Conflict of interest

The Franco British Network staff, volunteers or associated personnel are called upon to exercise particular care to avoid any conflict of interest. The term “conflict of interest” refers to circumstances in which the private interests of a staff member, volunteer,

associated personnel, or those of his/her family or friends or a favoured person conflict or appear to conflict with the interests of the Franco British Network. In this regard, Franco British Network staff, volunteers or associated personnel involved in procurement matters should exercise particular care.

The Franco British Network staff, volunteers or associated personnel shall not offer or promise any favour, gift, remuneration or any other personal benefit to another staff member or to any third party with a view to causing him or her to perform, fail to perform or delay the performance of any official act. Similarly, The Franco British Network staff, volunteers or associated personnel shall neither seek nor accept any favour, gift, remuneration or any other personal benefit from another staff member or from any third party in exchange for performing, failing to perform or delaying the performance of any official act.

The Franco British Network staff, volunteers or associated personnel shall not use their office or knowledge gained from their functions for private gain, financial or otherwise, or for the private gain of any third party, including family, friends and those whom they favour.

Use of property and assets

The Franco British Network staff, volunteers or associated personnel shall use the property and assets of the association only for official purposes and shall exercise reasonable care when utilizing such property and assets. They shall not, with the intent to destroy evidentiary material, alter, misplace or render useless any official document, record or file entrusted to them by virtue of their functions, which document, record or file is intended to be kept as part of the records of the association.

The Franco British Network staff, volunteers or associated personnel shall cooperate fully with requests for information from staff members tasked to investigate possible misuse, waste or abuse of funds.

Staff-management relations

Relations between management and staff, volunteers, or associated personnel should be guided by mutual respect.

Relations with the public

The Franco British Network staff, volunteers or associated personnel have an important responsibility to contribute to the broad understanding of the objectives and activities of the FBN since the success of the association depends to a large extent on this support. The Franco British Network staff, volunteers or associated personnel should be knowledgeable about the achievements and activities of the association. The Franco British Network staff, volunteers or associated personnel shall not air personal grievances or publicly criticize the association.

Use and protection of information

The Franco British Network staff, volunteers or associated personnel should exercise the utmost discretion with regards to all matters of official business and should not divulge confidential information. Disclosing confidential information may seriously jeopardize the efficiency and credibility of the association. The Franco British Network staff, volunteers or associated personnel should not use to private advantage information which has not been made public and is known to them by virtue of their official position. These obligations do not cease upon separation from service.

Personal conduct of Franco British Network staff, volunteers or associated personnel

The Franco British Network's assistance and services are to be provided in a manner that protects against and prevents sexual harassment, exploitation and abuse of staff members, volunteers, associated personnel, and beneficiaries. Exploitative and abusive sexual activities by staff, volunteers, and associated personnel are absolutely prohibited and perpetrators will be held accountable.

Conclusion

The attainment of the standards of conduct for Franco British Network staff, volunteers or associated personnel requires the highest commitment.

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