

CODE OF CONDUCT

All members of Hospice Income Generation Network are required, as a condition of membership, to conform to the following Code of Conduct, and other professional codes such as the Code of Fundraising Practice held by the Fundraising Regulator, in relation to their work.

1. PROFESSIONAL CONDUCT: Members shall at all times conduct themselves with complete integrity. They shall respect the dignity of their profession and ensure that their actions enhance the reputation of themselves, their Hospice and the Association.

In addition

- a) They shall not misuse their authority or office for personal gain
- b) They shall comply with the laws of the United Kingdom which relate to their professional activities, both in letter and spirit
- c) They shall not knowingly act in a manner inconsistent with this Code, or knowingly cause or permit others to do so

2. INJURY TO OTHERS: Members shall not knowingly, recklessly or maliciously injure the professional reputation or practice of other members of this or any other profession.

3. HONESTY: Members shall at all times act honestly and in such a manner that donors are not misled. They shall not knowingly or recklessly disseminate false or misleading information in the course of their professional duties, nor permit their subordinates to do so.

4. PROFESSIONAL COMPETENCE: Members are expected to strive to attain and apply a high level of competence to the efficient conduct of the work entrusted to them. They will seek to ensure that all who work with them have appropriate levels of competence for the effective discharge of their duties. Where shortcomings exist, members will ensure that they are made good as quickly as possible. They will always endeavour to work in harmony with their colleagues and to encourage those with less experience to attain and apply their own levels of acceptable professional competence.

5. CONFLICTS OF INTEREST: Members shall not represent conflicting or competing interests without the express consent of the parties concerned after full disclosure of the facts.

6. CONFIDENTIALITY: Members shall not disclose (except as may be required by statute or law) or make use of information given or obtained in confidence from their employers or clients, donors or any other source without express prior consent.

ENFORCEMENT OF CODE: It is the duty of all members to assist the Association in implementing and enforcing the Code and they will be supported by the Association for so doing.