

# **Code of Conduct**

Action will be taken against anyone who behaves in an offensive or disruptive manner at meetings or who breaches the Code of Conduct. This includes the Chair.

## **1. Conduct at Meetings**

All individuals present at meetings should:

- Speak through the Chair
- Follow the guidance of the Chair in the conduct of the meeting
- Allow each other the opportunity to speak
- Be courteous and respect each other's views
- Not make personal remarks or comments
- Remember the purpose of the meeting
- Not gain materially or financially

Individuals who feel that the Code of Conduct has been breached should raise it with the Chair either at the time or shortly after the meeting.

## **2. Consequences of Code of Conduct Breaches**

Any individual who does not abide by the code of conduct will receive a verbal warning by the Chair. If the behaviour continues, the individual will then receive a written warning and finally be excluded from participation in future meetings for a period of 1 year.

It is possible that all three actions can occur in the same meeting or within a rolling 12 month period.

Complaints regarding the conduct of the Chair should be made either at the time, or as soon as possible after the meeting, directly to Lewisham Homes. Lewisham Homes must undertake the actions outlined above, in place of the Chair.

## **3. Conflicts of Interest**

Any private interests including but not exclusive to personal, business or financial involvement must be declared to the Chair at the start of the meeting. The individual concerned maybe asked not to take part in the discussion and to abstain from voting. If the Chair has a private interest, they should declare this to the meeting at the start and stand down when the item in question is discussed.