BOARD OF DEPUTIES OF
BRITISH JEWS
ADVOCACY | DEMOCRACY | COMMUNITY

Appendix G
Code of Conduct

1. Introduction

1. 1. Reasons for the Code of Conduct

Deputies, including Honorary Officers, Under-35 Observers and Past Presidents (together referred to below as "**Deputies**"), perform an important and valued public role. The way in which they conduct themselves reflects on the Board of Deputies of British Jews (the "**Board**") and the community as a whole. For this reason it is essential that they do so according to the highest standards expected of those in public life.

The intention of the Code of Conduct (the "**Code**") is formally to record the standard of conduct expected, and behaviour which is not acceptable, and to provide a framework to address any departure from these standards.

1. 2. Persons to whom the Code applies

The Code applies to Deputies. It applies to all meetings and visits attended in that capacity and to any other situation when individuals represent or purport to represent the Board or its views in the community. It also applies to personal, business and professional activities where the reputation of the Board may be affected.

1. 3. Values

In all the activities and relationships of Deputies, they should act with integrity and probity in all their dealings with fellow Deputies, with Board employees, with other organisations or stakeholders, with the wider Jewish community and with the general public.

2. Conduct

2. 1. Personal conduct

Deputies must:

- **2. 1. 1** act ethically and with integrity and probity;
- **2. 1. 2** act according to the Board's constitution, policies and rules that apply to them;
- **2. 1. 3** treat fellow Deputies, Board employees and others with respect, courtesy, honesty and fairness;
- **2. 1. 4** not harass, bully or unreasonably discriminate against fellow Deputies, Board employees and others;
- **2. 1. 5** contribute to a respectful, harmonious, safe and productive working environment;
- **2. 1. 6** take responsibility for contributing in a constructive and positive way to the enhancement of good governance and to the reputation of the Board;
- **2. 1. 7** not bring the Board into disrepute by their actions or activities.

2. 2. Communication and official information

Deputies must:

- **2. 2. 1** not disclose information which by its nature is confidential and which has been acquired through their role, other than where proper authorisation has been given;
- **2. 2. 2** not represent their own views as the views of the Board to third parties;
- **2. 2. 3** not misuse information acquired through their role for personal or commercial gain for themselves or anyone else;

2. 2. 4 respect the confidentiality and privacy of all information as it pertains to individuals, for example the misuse of the list of Deputies;

2. 2. 5 if convicted of any serious criminal offence report this to the President of the Board and to the Director General of the Board (referred to below as the "**Chief Executive**") as soon as practicable following conviction.

2. 3. The provisions of paragraph 2.2.1 above shall not prevent a Deputy from raising any matter at, or in preparation for, a meeting of the Board, save to the extent that the Constitution provides that the matter is to remain confidential.

2. 4. Conflicts of interest

Deputies must:

2. 4. 1 ensure that personal or financial interests do not conflict with their ability to perform their role; and

2. 4. 2 manage and declare any conflict between their personal and public duties as a Deputy.

3. Procedure for dealing with allegations of a breach of the code

Alleged breaches of the Code or breaches of the spirit of the Code may give rise to a complaint which will be dealt with as provided in this Code.

3. 1. Complaints

3. 1. 1 Complaints may be made in writing by letter or e-mail addressed to the Chief Executive. Complaints will be acknowledged in writing and referred to the Chair of the Constitution Committee of the Board (the "**Constitution Committee**"). Anonymous complaints will not be accepted.

3. 1. 2 Complaints must be made within four weeks of the alleged incident or of the complainant becoming aware of the incident. If good reason is given for a delay in referral, a complaint made out of time may be accepted at the sole discretion of the Constitution Committee.

3. 1. 3 The Board encourages a friendly resolution to complaints wherever possible and should the Constitution Committee think it appropriate, it will seek to achieve this through conciliation undertaken by a disinterested member of the Constitution Committee or of the executive committee of the Board (the "**Executive**").

3. 1. 4 When a complaint cannot be resolved by agreement, it will be progressed in a timely, efficient and courteous manner. If, following referral and consideration of the issue raised in the complaint, the Constitution Committee considers that there is no case to answer or that the complaint is frivolous or vexatious, the Constitution Committee may, in its sole discretion, decide that it should not be progressed further but will provide the complainant with reasons for its decision.

3. 1. 5 In all other cases, the Chair of the Constitution Committee will ensure that the matter is dealt with as quickly as possible by the establishment of, and referral of the complaint to, a panel (the "**Panel**") of no fewer than three disinterested members of the Constitution Committee. If there are not three such members, or if there are not three members who are available to act, the Constitution Committee may appoint such other disinterested Deputies as may be necessary to constitute the Panel. The Panel will be chaired by one of its members who will act as a point of contact for the

parties. If for any reason a member of the Panel becomes unable to continue as a member, the remaining members shall consult with the parties as to how to proceed further.

3. 1. 6 The complainant or complainants and the party or parties complained against will be given an opportunity to make representations to the Panel in writing, including any additional statements from witnesses to the events concerned. Any party may request that, in addition to making written representations, oral representations be made to the Panel. The Panel may in its absolute discretion accede to or decline such request. Complaints will then be fully considered by the Panel, which may make such further enquiries, including by way of interview, as it considers to be appropriate in order to reach a decision. A report of such further enquiries will be made available to the parties. Once a decision has been made, a report will be sent to the parties explaining the outcome of the complaint review.

3. 1. 7 There will be no right of appeal against a decision of the Panel, which will be final other than in the circumstances outlined in paragraph 3.1.8 below.

3. 1. 8 Any appeal by one of the parties made by reason of fresh material evidence or procedural irregularity must be made in writing within fourteen days of issue of the Panel decision and addressed to the Chief Executive. If an acceptable reason is given for a delay in making the appeal, an appeal made out of time may be accepted at the discretion of the Constitution Committee. The Constitution Committee will establish an appeal panel (the "**Appeal Panel**") of no fewer than three disinterested members who were not members of the original complaint review Panel. If there are not three such members, the Constitution Committee may appoint such other disinterested Deputies as may be necessary to constitute the Appeal Panel. The Appeal Panel's decision will be final. Once a decision has been made, a report will be sent to the parties explaining the outcome of the appeal. If for any reason a member of the Appeal Panel becomes unable to continue as a member, the remaining members shall consult with the parties as to how to proceed further.

3. 1. 9 The parties are expected to accept with courtesy the decision of the Panel or Appeal Panel and that it has been made in good faith.

3. 2. Complaint outcomes

3. 2. 1 If the Panel or the Appeal Panel finds that the complaint is justified, it will have the authority to:

a) request that an apology be made in writing by the party or parties complained against;

b) issue a notice of criticism to the party or parties complained against and if appropriate send a copy to the President of the Board;

c) publish to Deputies details of the complaint made and the outcome of the Panel's review;

d) issue a prohibition from speaking at meetings of the Board and/or Divisions and/or committees of the Board for such period as the Panel or Appeal Panel shall determine;

3. 2. 2 if the matter is so serious that the Panel decides that further action is required, it shall refer the complaint review decision to the Executive for consideration of appropriate steps. These may include:

a) the issue of a notice of criticism to a Deputy's constituency;

b) removal from any position within the Board;

c) suspension from the Board's activities for such a period as the Executive may decide;

3. 2. 3 Any referral by the Panel to the Executive shall be accompanied by the Panel's recommendation of appropriate steps, but the decision as to what steps to take shall be that of the Executive.

3. 3. Conduct during or following a complaint procedure

3. 3. 1 The Board does not tolerate abusive or threatening conduct or language from any complainant or anyone else in connection with a complaint.

3. 3. 2 If contact by a party to the complaint is made with the Panel or with the Appeal Panel or with other members of the Constitution Committee after the completion of the complaint review or appeal and becomes unreasonably persistent or abusive, such contact will be courteously brought to a close.

3. 3. 3 The Chair of the Panel has discretion to decide if and when continued contact by a party to the complaint has become unreasonably persistent or abusive. The following situations may fall within this definition:

a) any contact that is continued without purpose, after a full response has been provided;

b) where the personal conduct of a party to the complaint (whether in written contacts, telephone conversations, face-to- face meetings or by any other means) towards members of the Panel, members of the Appeal Panel, members of the Constitution Committee, other parties to the complaint or the Chief Executive becomes abusive or unacceptable in tone or content;

c) .if a party to the complaint continues to contact any member of the Panel or Appeal Panel, members of the Constitution Committee, other parties to the complaint or the Chief Executive after it has been made clear that the Chair of the Panel has nothing further to add.

3. 3. 4 Decisions by the Chair of the Panel, as referred to in this paragraph 3.3, and the reasons for them will be recorded in writing and retained.

Unwarranted continued contact will be brought to a close by written communication from the Chair of the Panel explaining the position. If appropriate, such communication will also explain the action that will be taken on receipt of any further contact. In general this will be to provide no further response.

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