

Code of Conduct Policy for the association of citizens for rare diseases LIFE WITH CHALLENGES Bitola (LWC)

CODE OF CONDUCT POLICY FOR LWC

1. POLICY STATEMENT

This policy sets out key principles to guide the conduct of LWC employees, volunteers, assembly members, and board members (involved parties), within the framework of the organisation's structure, vision and mission.

2. GENERAL

2.1 All involved parties will always act with integrity and should take and consider professional advice on matters in which they do not have the appropriate expertise.

2.2 All involved parties will administer the organization to achieve diligently the goals and visions of the LWC.

2.3 All involved parties are accountable for their decisions and the performance of the organization.

2.4 Except where legally authorised, they must not gain financial or other material benefit for themselves, their families or their friends from their involvement in the organization. There are clear written policies on claiming travel and subsistence expenses.

2.5 All involved parties should conduct themselves in a manner which does not damage or undermine the reputation of the organization, or its staff individually or collectively and should not take part in any activity which is in conflict with the objectives, or which might damage the reputation of the organization.

2.6 All involved parties must gain consent of the President/CEO when they are making an official statement or presentation on behalf of the organization in public.

2.7 All involved parties are privy to confidential information about financial, personnel and other matters concerning the organization, donors or staff. They should not disclose such confidential information to anyone.

2.8 Day to day decisions will be made by all involved parties within their area of responsibility, however strategic decisions must be made from the executive board and the president, the use of voting can be used where there is not a majority decision.

3. RESPONSIBILITIES

3.1 All involved parties will, with the help of the president will formulate and review regularly the vision, values, and long-term strategy as well as policies for its fulfilment.

3.2 With the assistance of the president and appropriate professional advisers where deemed necessary all involved parties must ensure that the organization complies with regulatory and statutory requirements. The president is responsible for overall control over the financial affairs which will be reported in full at published on the webpage. In addition to compliance with statutory requirements, all involved parties will have a commitment to the development and implementation of good practice.

3.3 All involved parties must be familiar with and keep under regular review the Articles of Association. Any changes must be made in accordance with the Articles of the Association and Macedonian Law.

3.4 In order to develop a working knowledge of the organization and to give themselves credibility, all involved parties should endeavor to maintain links and keep in touch.

4. PROHIBITION AGAINST PRIVATE INUREMENT¹ AND PROCEDURES FOR MANAGING CONFLICTS OF INTEREST

4.1 No member of the involved parties shall derive any personal profit or gain, directly or indirectly, by reason of his or her service with the organization. All involved parties shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities. Nevertheless, duality of interest² may arise from time to time.

4.2 When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of the organization and personal interests of an involved party, the involved party has a duty to immediately disclose the conflict of interest so that the rest of the decision making will be informed about the conflict.

4.3 It is every involved party obligation, in accordance with this policy, to ensure that decisions made by the Executive Board and the president reflect independent thinking.

¹ Private inurement means that individuals within that organization may not receive excessive compensation or benefit from their employment or association, because such arrangements would contravene the supposed mission of the organization.

² A conflict/duality of interest is defined as a situation in which an individual decision-maker has any impediment to being impartial and loyal, such as: (1) a personal, professional, business or volunteer position, responsibility, or interest; or 2) a conflicting duty to another entity where the individual's allegiance may be split between two organizations. An apparent conflict/duality is defined as a situation or relationship that may cause an observer to question whether there is an impediment to impartiality.

4.4 Any duality of interest, including, but not limited to financial interests, on the part of any involved parties, shall be disclosed when the matter that reflects a conflict of interest becomes a matter of action, and through an annual procedure for involved parties to disclose duality of interest.

4.5 Any involved party having a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting.

4.6 All conflicts disclosed will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the involved party with a conflict abstained from the vote [and was not present for any discussion, as applicable] and was not included in the count for the quorum for that meeting.

4.7 Any new involved party will be advised of this policy during board orientation and all involved parties will be reminded of the Code of Conduct and of the procedures for disclosure of conflicts and for managing conflicts on a regular basis.

4.8 This policy shall also apply to any involved party's immediate family or any person acting on his or her behalf.

5. PROHIBITION AGAINST HARASSMENT

5.1 The organization strives to maintain a working environment that is free from illegal discrimination and harassment. While all forms of harassment are prohibited, it is the organization's policy to emphasize that sexual harassment is specifically prohibited. Any involved party who engages in discriminatory or harassing conduct towards another involved party, will be subject to removal from the organization. Complaints alleging misconduct on the part of involved parties will be investigated promptly and as confidentially as possible by a task force.

6. MEETINGS OF THE EXECUTIVE BOARD

6.1 Members of the board must attend all Executive Board (EB) meetings, ensuring they prepare for and contribute appropriately and effectively. If they fail to attend three consecutive meetings of the EB without good cause they will be in breach of this code of conduct, which they have duly signed and be asked to resign.

6.2 All information or material (relating to users, beneficiaries, members of staff, commercial business etc.) provided to, or discussed at EB meetings must remain confidential and within the confines of the EB and must not be discussed outside the EB.

6.3 EB members must show respect and courteous conduct in all meetings.

7. STAFF

7.1 EB members must ensure there is a clear understanding of the scope of authority delegated to the president.

7.2 Strategies agreed by EB members should be expressed in clear and practical terms, so that the President and staff responsible for implementing those strategies are clear what they need to do. Directions given to the President and the staff should come from the EB members as a whole.

7.3 Directors should act fairly and in accordance with good employment practices and equal opportunities principles in making decisions affecting the appointment, recruitment, professional development, appraisals, remuneration and discipline of the CEO and other staff.

7.4 EB members must understand, accept, and respect the difference in roles between the EB, the President and staff, ensuring that they all work effectively and cohesively for the benefit of the organization, and develop a mutually supportive and loyal relationship.

7.5 Having given the President delegated authority, EB members should be careful, individually and collectively, not to undermine it by word or action.

8. DAY TO DAY DETAILS OF EB RESPONSIBILITIES

8.1 EB members are to be aware of keeping costs (in general) as low as possible. They should commit themselves to minimise costs on which they have an influence (i.e., travel costs).

8.7 EB members have a legal obligation to provide documentation and other necessary paperwork as and when requested in a timely manner. Failure to do so may result in penalties to the organization and the EB members' position will be reviewed in line with the articles of the organization.

Signature and date:

