

Policy: Code of Conduct
Approved By: Approved on, Inauguration Meeting
Approval Date: 11th December 2010
Amendment Dates:
Policy Holder: Policy Group

Code of Conduct

This code applies to all Sewadars staff, ie volunteers, nominated delegates, co-opted members of the Executive Committee and the Board of Jathedars.

- Affiliated organisations need to ensure that their nominated delegates to the General Assembly do not have any history in their background that would prevent them from serving in public office.
- The Sewadars to voluntarily disclose to the Secretary General or Convenor of Board of Jathedars if any events take place during their term in office that could affect them serving in public office.
- The Sewadars must maintain confidentiality of business and always endeavour to act in the best interest of the Panth and the SCUK.
- The Sewadars must declare any conflicts of interest when conducting SCUK business which may bring themselves and SCUK in disrepute. The conflicts of interest include:
 - a) Personal Interest – this can be in relation to their work, business, family, friends, organisations, voluntary work etc.
 - b) Financial Interest – this can be where you may benefit directly or indirectly.
 - c) Prejudicial Interest – this is where others with knowledge of facts would regard it likely to prejudice the Sewadars judgement of the SCUK/Panthic interest.
 - d) This is not an exhaustive list and reasonableness test will generally apply. When in doubt Sewadars are advised to declare it to the governing principle.
 - e) The Sewadars must avoid making personal comments or use abusive language. Even when disagreeing or presenting alternative viewpoints they are to remain respectful of fellow Sewadars.
 - f) The Sewadars must avoid commenting upon internal workings of affiliated organisations as far as possible, especially when engaged in SCUK business.
 - g) The Sewadars are expected to regularly read their SCUK related emails and respond within the deadlines.
- The electronic circulars relating to SCUK business that are sent to the relevant Sewadars should not be copied into other people without a advice being sought from SCUK Executive Committee, where it is felt it would be beneficial to copy and share electronic circulars outside of organisation.
- All Sewadars are expected to act in a professional manner at all times in relation to time keeping, reading information prior to meetings and showing tolerance for others efforts. This is particularly important as SCUK will be working in a resource constrained environment and all Sewadars also have other (work, family, leisure, and voluntary) commitments.
- When any Sewadar is acting in any capacity other than SCUK they must make it clear, especially in circumstances that are likely to be in the public domain. This is particularly important as many Sewadars of SCUK will also be associated with their nominating and/or other organisations.