

Surrey Business Leaders Forum – Code of Conduct (2024)

All Members of the Surrey Business Leaders Forum are required to operate in accordance with the Code of Conduct on commencing their membership of the Forum. It is the role of the Chair to uphold the integrity of the Surrey Business Leaders Forum meetings, and Forum Members will be held to account by the Chair to act in line with the behaviours as set out in the Code of Conduct.

1. As a Member of the Surrey Business Leaders Forum you are required to act in accordance with the Nolan Principles of public life:
 - a. **Selflessness** – Forum Members are expected to act solely in terms of the public interest
 - b. **Integrity** – Forum Members are expected to avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their role on the Forum
 - c. **Objectivity** – Forum Members are expected to act and take decisions impartially, fairly and on merit using the best evidence and without discrimination or bias
 - d. **Accountability** – Forum Members are accountable to the public and other Surrey businesses for their decisions and actions
 - e. **Openness** – Forum Members are expected to act and take decisions in an open and transparent manner.
 - f. **Honesty** – Forum Members are expected to be truthful. This includes declaring any conflicts of interest and taking steps to resolve such conflicts
 - g. **Leadership** – Forum Members are expected to actively promote and support these principles by applying them to their own behaviour and challenging poor behaviour.

2. When acting in your capacity as a Member of the Surrey Business Leaders Forum:
 - a. You must treat your fellow Forum Members, members of staff and others you come into contact with when working in their role with respect and courtesy at all times.
 - b. You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

- c. You must not place yourself under a financial or other obligation to outside individuals or organisations that might be reasonably regarded to influence you in the performance of your official duties.
- d. When carrying out your duties as a Forum Member, you must make all choices and decisions based on evidence, being as open as possible about your decisions and actions, and should be prepared to give reasons for those.
- e. You must declare any actual or perceived private interests, both pecuniary and non-pecuniary, including membership of any Trade Union and political party, that relates to your duties as a Forum Member. You must take steps to resolve any conflicts, following the procedures set out in the Conflict of Interest policy.
- f. You must promote and support high standards of conduct when serving as a Forum Member, in particular as characterised by the above requirements, by leadership and example.