

## **Code of Conduct for Members of the Executive Board of the EUPJ**

### **General**

I will be an active participant and attend meetings, making my skills, experience and knowledge available to EUPJ and seeking to do what additional work I can outside the regular meetings, including sitting on sub-committees.

I will become familiar with and act within the Constitution of EUPJ and the law, and abide by the policies and procedures of the organisation.

I will support and champion the mission of EUPJ, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.

I will respect organisational, committee, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open, provided that nothing in this undertaking shall operate so as to negate rabbinic confidentiality and, should such a situation arise, then the Rabbi-board member in question shall discuss the matter in question with the Chairman.

I will develop and maintain an understanding of how EUPJ operates, the social, political and economic environment in which it operates and the nature and extent of its work.

I will use EUPJ's resources responsibly, and when claiming expenses will do so in line with EUPJ procedures.

I will seek to be accountable for my actions as a director of the EUPJ, and will submit myself to whatever scrutiny is appropriate.

I accept my responsibility to ensure that EUPJ is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

I will help to identify good candidates for the Management Committee, Executive Board or other bodies of the EUPJ.

### **Managing Interests**

I will not benefit materially or financially from my involvement with EUPJ unless specifically authorised to do so, in conformity with applicable law and regulation.

I will act in the best interests of EUPJ as a whole, and not as a representative of any group – considering what is best for EUPJ and its present and future beneficiaries and avoiding bringing EUPJ into disrepute.

Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will declare so, and ensure that this is managed effectively. I understand that a failure to declare a conflict of interest may be considered a breach of this code.

## **Meetings**

I will attend all appropriate meetings and other appointments of EUPJ or give apologies. If I cannot regularly attend meetings I will consider alternative ways I can engage with EUPJ.

I will prepare fully for all meetings and to work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.

I will actively engage in discussion, debate and voting in meetings and contribute in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.

I will participate in collective decision making, and will accept the decisions of the voting majority and will not act individually unless specifically authorised to do so.

## **Relations with Others**

I will endeavor to work considerately and respectfully with all those I come into contact with at EUPJ. I will respect diversity, different roles and boundaries, and avoid giving offence.

I recognise that the roles of directors, officers, volunteers and staff of EUPJ are different, and I will seek to understand and respect the difference between these roles. Where I also volunteer with the organisation I will maintain the separation of my role as a member of the Executive Board and as a volunteer.

I will seek to support and encourage all those that I come into contact with at EUPJ. In particular I recognise my responsibility to support the Chairman and senior staff members.

I will not make public comments on behalf of the organisation unless authorised to do so. Any public comments I make related to EUPJ will be considered and in line with organisational policy, whether I make them as an individual or as a member of the Executive Board.

## **Leaving**

I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the Executive Board.

Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign from the Executive Board I will accept the majority decision of the board in the matter and resign at the earliest opportunity.

If I wish to cease being a member of the Executive Board of EUPJ at any time, I will inform the chair in advance in writing, stating my reasons for leaving.

When I cease to be a member of the Executive Board I shall return and/or destroy all confidential information of EUPJ in my possession, as instructed by the Executive Board or the Management Committee.