



Code of Conduct

Reasons for the Code of Conduct

Members of SCoJeC Council perform an important and valued public role. The way in which they conduct themselves reflects on SCoJeC and the Jewish Community of Scotland 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.

Persons to whom the Code applies:

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

Values

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

Personal conduct

Members of Council must:

- act ethically and with integrity and probity; act according to the Council’s constitution, policies and rules that apply to them;
- treat fellow Members of Council, SCoJeC staff, and others with respect, courtesy, honesty and fairness;
- not harass, bully or unreasonably discriminate against fellow Members of Council, SCoJeC staff, and others;
- contribute to a respectful, harmonious, safe and productive working environment;
- take responsibility for contributing in a constructive and positive way to the enhancement of good governance and to the reputation of SCoJeC;
- not bring SCoJeC into disrepute by their actions or activities.
- respect the confidentiality and privacy of all information as it pertains to individuals, for example any misuse of the SCoJeC mailing list;
- if convicted of any serious criminal offence report this to the Chair of SCoJeC as soon as practicable.

Communication and official information

Members of Council must 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;
- represent their own views as the views of SCoJeC to third parties;
- misuse information acquired through their role for personal or commercial gain for themselves or anyone else;
- respect the confidentiality and privacy of all information as it pertains to individuals, for example any misuse of the SCoJeC mailing list.

The provisions of this paragraph shall not prevent a Member from raising any matter at, or in preparation for, a meeting of the Council, save to the extent that the Constitution provides that the matter is to remain confidential.

Conflicts of interest

Members of Council must:

- ensure that personal or financial interests do not conflict with their ability to perform their role; and
- manage and declare any conflict between their personal and public duties as Members of Council.



Complaints Procedure

1. A complaint alleging a breach of the Code of Conduct or any other matter shall be made in writing by letter or e-mail addressed to the Director or Chair of the Council as appropriate. Complaints will be acknowledged in writing and referred to the Trustees of the Council. Anonymous complaints will not be accepted.
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 submitting a complaint, a complaint made out of time may be accepted at the sole discretion of the Trustees.
3. SCoJeC encourages a friendly resolution to complaints wherever possible and should the Trustees think it appropriate, they will seek to achieve this through conciliation undertaken by a disinterested Trustee or member of the Council.
4. When a complaint cannot be resolved by agreement, it will be progressed in a timely, efficient and courteous manner, and the Trustees shall have the discretion to determine whether:
 - a) to dismiss the complaint on the grounds that there is no case to answer or that it is frivolous or vexatious;
 - b) otherwise, if the misconduct is admitted, to issue a reprimand by agreement; or
 - c) if the facts are disputed, to establish an independent panel to make findings of fact and recommend a disposal;
 - d) to implement such a recommendation.
5. If the Panel finds that the complaint is justified, it will have the authority to recommend, and the Trustees shall 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;
 - d) issue a prohibition from speaking at meetings of the Council or committees of the Council for such period as the Panel shall determine;
 - e) issue a notice of criticism to a Member's Community
 - f) remove the Members from any position within the Council;
 - g) suspend the Members from the Council's activities for such a period as the Trustees may decide.
6. Once a decision has been made, the Trustees shall send a report to the parties summarising the findings of fact and the outcome of the complaint, and may, only if they regard it as appropriate in all the circumstances, make this public.

7. The parties are expected to accept with courtesy the decision of the Panel and that it has been made in good faith. If any party becomes abusive or communicates in a way that is unacceptable in tone or content, or continues to contact any member of the Panel, Trustee, other parties to the complaint, or Members of Council, or staff, after being asked to desist, that person shall be summarily suspended from Council.
8. There will be no right of appeal by any party against a decision of the Panel, which will be final, except if one of the parties submits fresh material evidence or alleges procedural irregularity, in writing within fourteen days of issue of the Panel decision and addressed to the Director. In that event, the Chair of the Council will refer the matter to an Appeal Panel of three disinterested members of the Council, who have no previous knowledge of the complaint. The Appeal Panel shall consider representations from all parties solely relating to the grounds of appeal, and shall have the power to vary the findings and recommendations of the original Complaints Panel. Once a decision has been made, a report will be sent to the parties explaining the outcome of the appeal, and that decision will be final.