

# CODE OF CONDUCT

This Code of Conduct sets out the requirements that are made of an ISACA London Chapter (ILC) representative<sup>1</sup> in the performance of his or her duties.

1. You are expected to respect the confidentiality of information gained through your connection with ILC where confidentiality is necessary (for example: any information which relates to an individual or which is commercially sensitive). Where confidentiality is not necessary you will be transparent and open.
2. You will treat ILC service users<sup>2</sup> and suppliers<sup>3</sup>, with courtesy, communicating in an accessible manner and seeking opinions and involvement in ILC activity where necessary.
3. You will behave in an appropriate manner when attending ILC meetings or during any other ILC related representations<sup>4</sup>.
4. You will familiarise yourself with the mission and activities of ILC and the environment in which it operates and keep this knowledge up-to-date.
5. You will adhere to the policies and procedures of ILC.
6. You will ensure that ILC complies with all relevant laws and regulations and that ILC does not breach any of the requirements or rules set out in its constitution.
7. You will act with integrity, and avoid any personal conflicts of interest or misuse of ILC's funds or assets.
8. You will return a declaration of interest<sup>5</sup> to the Company Secretary in June of each year, which includes information on related parties and connected persons.
9. You will ensure that ILC remains solvent; that ILC funds and assets are used in a reasonable and careful manner; and avoid undertaking activities that might place the ILC funds, assets or reputation at undue risk.

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<sup>1</sup> "Representative" means any Board member or volunteer

<sup>2</sup> "Service user" means members and anyone in contact with ILC, or using its resources

<sup>3</sup> "Suppliers" means service providers such as speakers, technical support and administration services

<sup>4</sup> "Meetings" include Board and Member meetings

<sup>5</sup> See separate declaration of interests

10. You will use reasonable care and skill in your work as an ILC representative, using your personal skills and experience to ensure that ILC is well-run, efficient and effective, and consider obtaining professional advice on matters where there may be material risk to ILC, or where the Board members may be in breach of their duties.
11. You will attend meetings<sup>6</sup> of the ILC Board on a regular basis equalling 75% of meetings held on an annual basis. You will prepare adequately for meetings by reading papers and querying anything that is not clear. At meetings you will participate in discussions and raise issues sensitively.
12. You will participate in planning days and working groups, and in other events such as member meetings and the AGM.
13. You are entitled to receive payment from ILC funds for reasonable and necessary out-of-pocket expenses, such as the cost to attend Board meetings.
14. ILC recognises that you are entitled to your own values and personal beliefs. However, ILC operates to an agreed set of values<sup>7</sup>, which forms the basis of all its work. You must adhere to these values when acting as a representative of the ILC. As an ILC representative you should refrain from involvement in activities which might bring the ILC into disrepute or compromise your role as a representative.
15. As an ILC representative you have no authority, either implicit or explicit, to use ILC's assets and logos for your personal use.
16. You should not accept gifts from service users or suppliers, except where these are of very low monetary value and to refuse would cause unnecessary offence. Under no circumstances may you accept gifts of money.
17. The ILC would not expect its representatives to be under the influence of alcohol and/or illegal or unauthorised substances when acting as an ILC representative. This expectation is not intended to prohibit modest consumption of alcohol at social events organised by the ILC.
18. You are expected to participate in induction and other training arranged for representatives.

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<sup>6</sup> Electronic attendance is permissible

<sup>7</sup> See Appendix 1 for underlying values



- 19. You should ensure that the ILC administrator holds your correct contact details and accept that you may be contacted outside of normal office hours in furtherance of ILC business.
  
- 20. You should reflect on your own performance as a representative, and on the performance of the ILC Board as a whole, participating in peer and other reviews and making constructive suggestions for improvement.

Above Code Accepted By ..... Date .....

Print Name .....

## **APPENDIX 1**

### **CODE OF CONDUCT – UNDERLYING VALUES**

#### **Key Tenets:**

- Trust;
- Respect;
- Willingness to share;
- Support.

#### **This will able us to:**

- Be able to speak and comment freely;
- Be able to ask for help and support;
- Work as a team made up of individuals rather than a group of loosely connected individuals.

#### **Leading to:**

- Challenge through objective criticism and differences of view;
- Understand individual and collective roles and responsibilities;
- Understand and act when timescales are important;
- Know who is dependent on me and on whom I am dependent.

#### **Offering us, as individuals to:**

- Meet and work with a new set of people;
- Learn and develop;
- Innovate and achieve;
- Have fun;
- Happy to hand over to the next 'generation of board members .