

## Code of Conduct

The following code of conduct applies to all trustees, employees and volunteers at the Dutch Church. It sets out the characteristics and principles that we expect you to exhibit and adhere to when carrying out work for us.

I, \_\_\_\_\_ (Name)

of \_\_\_\_\_ (Address),

in my role as trustee/employee/volunteer\* (\*delete as appropriate), commit to:

### **1. Selflessness**

Always act in the best interest of the members of the congregation and the Dutch Church.

I will avoid placing myself under any obligation to people or organisations that might try to inappropriately influence me in my work. I will not act or take decisions in order to gain financial or other material benefits for myself, my family, or my friends. I will declare any conflicting interests and relationships.

### **2. Objectivity**

Always act and take decisions impartially, fairly and on merit, using the best evidence and without unlawful discrimination or bias. I will be truthful at all times.

### **3. Accountability**

Being accountable for my decisions and actions and submitting to scrutiny as necessary to ensure this.

I will act and take decisions in an open and transparent manner. I will not withhold information from anyone unless there are clear and lawful reasons for so doing. I will challenge poor behaviour wherever it occurs.

### **4. Privacy**

Respecting the privacy of the trustees, employees, volunteers and members of the congregation of the Dutch Church by (1) not accessing areas clearly marked as 'Private', (2) not imposing myself as a party to conversations to which I am not invited, and (3) not accessing, deleting, destroying or modifying systems, programs, information or data about or created by such persons (except as authorised in the proper performance of my duties).

### **5. Confidential Information**

Not, without the prior written consent of the Dutch Church, disclosing to any third party, or using for my own benefit or for the benefit of any third party any information disclosed in confidence to me by members of the congregation or any Confidential Information (as defined below), except as required by the law of England and Wales and/or the Dutch Church's safeguarding procedures. I acknowledge that this commitment applies both during my appointment and at any time after its termination, however termination arises. I will use my best endeavours to prevent the publication or disclosure of any Confidential Information.

Confidential Information means all information whether recorded or not (and, if recorded, in whatever form, in whatever media and by whomever recorded) which is a trade secret (including intellectual property) or other confidential or private information which is not generally known or easily accessible by the public (either as an individual item of information or as part of a body of knowledge) in any way relating to or concerning the business, products, finances, dealings, transactions or affairs of the Dutch Church, and any committees or charities related to it (including the Dutch Centre, Nederlandse City Lunches and Koning Willem Fonds) or of any third party with whom or which the Dutch Church has dealt and in respect of whom or which the Dutch Church is bound by an obligation (whether expressed or implied) of confidence.

**I hereby indicate my agreement to abide by this Code of Conduct by signing below:**

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_