



CIWM Code of Conduct

This Code of Conduct sets out the standards of professionalism and clarifies the conduct expected of individuals who volunteer their time to support the governance or provision of CIWM activities, regardless of whether they are a member or not.

As the leading professional body for resource and waste professionals, CIWM prides itself on being an open and inclusive Institution. CIWM represents individuals in the UK and overseas, and adopts best practice to innovate and improve performance whilst preserving long-standing values of professionalism and excellence. The effectiveness of CIWM Boards, Councils and Committees is enhanced by members and volunteers working together to uphold the highest standards of respect, trust and integrity.

CIWM recognises the importance of members and volunteers in achieving its Charitable Objectives established in [The Charter](#), valuing their expertise and passionate support. Members and volunteers must be suitably supported and recognised for their individual and joint contributions and their views must be taken into account when creating policy and in decision-making.

Requirement for a Code of Conduct

All members and volunteers are required to follow this Code of Conduct including those serving on the Board, councils, special interest groups (SIG's), events teams, committees, projects groups and those representing CIWM at third party forums, meetings, events or acting as a mentor.

Others outside of CIWM who may be from the sector or not, will also be expected to set and maintain the same good conduct and standards of professionalism in any involvement with the activities and events of, or business with, the CIWM Group.

CIWM defines a number of policies and procedures which reflect the values of the CIWM, the spirit of the legislation that governs it and which UK and overseas members and volunteers, must follow. Their purpose is to inform members and volunteers about their responsibilities such that their own, and the CIWM's, reputation is maintained. Therefore, they are expected to follow this Code of Conduct and all related policies including but not limited to the [Charter](#), [Practice Directions](#), [Regulations](#) and [Bye Laws](#) which form the Constitution.

The Code of Conduct

1. VALUES AND PROFESSIONALISM

Members and volunteers will:

- 1.1. Support the Charitable Objectives found in the [Royal Charter](#), [Mission](#) and [Strategy](#) of CIWM;
- 1.2. Represent CIWM in line with the Institution's [Charter and Constitution](#);
- 1.3. Act in the best interests of CIWM and not bring the Institution into disrepute or create liability;
- 1.4. Not allow use of the CIWM name, property or resources by other parties unless permission has been gained to do so including but not limited to political purposes;
- 1.5. Look after any CIWM property in your possession;
- 1.6. Maintain high standards of professional behaviour and lead by example;
- 1.7. Maintain good and effective working relationships with volunteer colleagues and CIWM staff;
- 1.8. Within 28 days of receiving a gift or hospitality over the value of £25, provide written notification to the Chief Executive Officer of the existence and nature of that gift or hospitality;
- 1.9. Follow legislation and [CIWM policy](#) regarding equality, diversity and inclusion, including safeguarding and equal opportunities;
- 1.10. Maintain the distinction between the opinions of CIWM and their personal opinions regarding a subject if they differ;
- 1.11. Liaise with the CEO of CIWM or delegated member of staff in volunteering role as appropriate;
- 1.12. Where an activity involves using or imparting professional or technical expertise, ensure that capabilities and knowledge are appropriate and up to date.

2. INTERESTS

Members and volunteers will:

- 2.1. Regard themselves as having a personal interest in any matter if the matter relates to an interest in respect of which notification must be given in accordance with [Practice Direction 9 \(page 77\) relating to Trustees' Interest](#);
- 2.2. Disclose any personal conflicts of interest or concerns about the behaviour or activities of other volunteers where they may breach this code;
- 2.3. Within 28 days of their election or appointment to office (whichever shall be the later), register their financial interest in CIWM's register of interests by providing written

notification to the CEO of any interest of the type referred to in Practice Directions of the constitution of CIWM;

- 2.4. Withdraw from a meeting (by leaving the room in which such meeting is taking place) whenever it becomes apparent that the matter (in which the applicable person has personal or prejudicial interest in) is being considered in that meeting unless they have obtained written dispensation from the Chairman of the Corporate Governance and ethics Committee; and
 - 2.4.1. Not seek to influence a decision about that matter;
- 2.5. Not use their position for personal gain financially or materially, including the acceptance of gifts, rewards or benefits, without authorisation;
- 2.6. Comply with CIWM [Conflicts of Interest Policy](#).

3. MEETINGS AND EVENTS

Members and volunteers will:

- 3.1. Plan and run any meetings or events in line with best practice;
- 3.2. Ensure compliance with health and safety legislation and the [CIWM Health and Safety Policy](#), including risk assessments;
- 3.3. Behave in an appropriate and respectful manner to all those in attendance;

4. COMMUNICATION

Members and volunteers will:

- 4.1. Maintain high standards of communication when acting on behalf of CIWM;
- 4.2. Use any CIWM communication channels, including social media in a professional manner;
- 4.3. Report any grievances or complaints that they or the volunteer group, have in line with Part IV of the [Regulation](#).

5. CONFIDENTIALITY AND PRIVACY

CIWM is committed to protecting personal information. We want to maintain the trust and confidence of every one of our members, employees and volunteers as well as protect CIWM's reputation. Accordingly, members and volunteers will:

- 5.1. Comply with CIWM's [Privacy Policy](#) with regard to personal contact data;
- 5.2. If asked by any media to comment or be a spokesperson on any issue that could be controversial, contact CIWM HQ before doing so;
- 5.3. Not disclose information given to them in confidence or info that they believe is confidential without consent of a person authorised or unless required by law;

- 5.4. Not prevent another person from gaining access to information to which that person is entitled by law.

6. LEGAL

Members and volunteers will:

- 6.1. Avoid criminal or illegal behaviour, including fraud and corruption;
- 6.2. Ensure that any activities are covered by appropriate insurance, where required as required by the Health and Safety Form.

7. FINANCIAL

Members and volunteers will:

- 7.1. Manage any budget allocated to Centre and Subsidiary Groups cost effectively;
- 7.2. Only use CIWM funds to fulfil volunteering duties and the [Charitable Objectives](#);
- 7.3. Maintain security of bank account details;
- 7.4. Where expenses can be claimed, ensure that this is done so in line with CIWM policy.

8. RAMIFICATIONS OF BREAKING THIS CODE

- 8.1. If this code is broken a member or volunteer could be subject to the CIWM disciplinary procedure found in Part IV of the [Regulations](#).
- 8.2. Any member and volunteer may, if they become aware of any conduct by another such person which they reasonably believe involves a failure to comply with CIWM's Code of Conduct, make a written allegation to that effect to the Chairman of the Corporate Governance and Professional Ethics Committee as soon as practical for them to do so.

Please sign here to acknowledge that you have read and agree to the CIWM Volunteer Code of Conduct.

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