



## The Egyptian Community Association in the UK

جمعية الجالية المصرية بالمملكة المتحدة

### CODE OF CONDUCT

#### **PREAMBLE**

The Code set out below is intended to regulate the conduct of members of the Egyptian Community Association in UK (hereinafter referred to as the ECA).

The Code comes into effect on the 1<sup>st</sup> January 2022.

The Code will remain in force until amended or abrogated by the Board of Trustees. Notice of amendment will be made on the website and through other appropriate means.

#### **1. DEFINITIONS**

- 1.1. The “ECA”, the “Association” or the “Charity” means the Egyptian Community Association in UK.
- 1.2. The “Board of Trustees” or the “Board” is the Committee of Management comprising all the trustees for the time being.
- 1.3. A “Member” is a person who is currently registered as a member of the ECA.
- 1.4. The “Charity Commission” is the independent regulator for charities, responsible for registering and regulating charities in England and Wales.
- 1.5. The “Code” means this ‘Code of Conduct’ for the time being in force.
- 1.6. Words implying the masculine gender shall include the feminine; words implying the singular shall include the plural, and vice versa.

#### **2. GENERAL FRAMEWORK**

- 2.1. The Code shall apply to the Members in regard to their duties, responsibilities and conduct as members of the ECA.
- 2.2. The Code prescribes the standard of conduct that must be adhered to in order to maintain the integrity of the ECA.
- 2.3. Alleged contraventions of the Code will be addressed through the disciplinary procedures applicable. Not every alleged shortcoming on the part of a Member will necessarily give rise to disciplinary proceedings.

#### **3. STANDARDS OF CONDUCT**

- 3.1. Members of the Association shall at all times act in accordance with the courtesy and integrity appropriate to a respectable Charity.
- 3.2. Members shall not act in a dishonourable or discourteous way or in any way likely to bring the ECA into disrepute or prejudice the interests of the Association and shall always act with integrity.



- 3.3. Members shall assist each other in every way practicable, and shall conduct themselves with loyalty towards fellow Members and the Association.
- 3.4. No Member shall in communication of any kind with the Charity Commission or other person or body purport to represent the ECA without the prior written authorisation of the Board of Trustees to do so.
- 3.5. A Member shall not obtain financial gain from fellow Members or the ECA unless specifically appointed by the Board of Trustees to undertake such a paid task assignment.
- 3.6. A Member shall not exploit the activities or resources of the Association for any political, religious or sectarian purposes.
- 3.7. No Member shall exploit for gain any confidential information which may become known to him.
- 3.8. Members are under fiduciary obligation not to divulge any confidential information they are privy to or entrusted with under Clause 6(2) of the ECA Scheme as amended on 29 June 2002.
- 3.9. Members shall not publicise their services in any manner which may reasonably be regarded as being in bad taste. Publicity must not be inaccurate or misleading in any way.
- 3.10. Members shall not engage in any activity which results in a conflict of interest or in which there is a significant risk of a conflict of interest with the object of the Charity.
- 3.11. A Member shall be courteous at all times when communicating with authorities or with colleagues.

#### **4. DISCIPLINARY PROCEDURE**

- 4.1. The Constitution of the Association confers on the Committee of the Association the power to remove from the list of Members any Member whose conduct renders him in the opinion of the Committee unfit to remain a Member of the Association.