

DUNDEE AND ANGUS CHAMBER OF COMMERCE LIMITED

BYE-LAWS GOVERNING CODE OF CONDUCT FOR MEMBERS



INTRODUCTION

Dundee and Angus Chamber of Commerce Limited (the '**Chamber**') aims to provide a safe and professional environment for Members and non-members to enjoy.

This Code of Conduct (this '**Code**') is made pursuant to Articles 72 and 73 of the Articles of Association of the Chamber ('**Articles**') and is intended to outline and clarify certain of the key aspects that may affect a Member's relationship with the Chamber. This Code does not provide an exhaustive list of the obligations of membership, and this Code does not preclude the Chamber from taking any action (including deciding not to take a particular course of action) which it is entitled to take under its Articles, or by rule of law or statute or otherwise.

In this Code, a 'Member' means a member of the Chamber from time to time. This Member might be an individual, a business or corporate body and listed in the [Directory of Members] of the Chamber.

COMPLIANCE WITH THIS CODE

As a professional business organisation, the Chamber expects its Members to observe and abide by this Code, and to uphold the values, professionalism and integrity of the Chamber.

Participation in events, meetings and activities of the Chamber is subject to the terms and conditions set out in this Code and to such other terms and conditions as may be prescribed by the Chamber from time to time.

The Chamber does not tolerate discrimination, disrespectful or threatening behaviour of any type between or towards any Member, non-member, individual or organisation engaged by or associated with the Chamber. Should any such person feel that any Member has acted in such a manner towards them, then they should raise a formal complaint in accordance with our complaints procedure.

In the event of any breach of or non-compliance by a Member with any of the terms of this Code (whether or not such breach or non-compliance is the subject of a formal complaint) the Chamber reserves the right to take appropriate action against the defaulting Member, including, but not limited to, exclusion from Chamber events, removal from Chamber media and suspension of membership and membership benefits. The Chamber reserves the right to terminate the membership of the defaulting Member, without liability to refund to such defaulting Member any amount of membership fees paid in advance, whether in full or pro rata.

CODE OF CONDUCT

The conduct expected from all Members of the Chamber is as follows:

1. To maintain the highest standards of conduct and engage in Chamber events in a professional and dignified manner, acting with integrity and respect when interacting with Chamber invitees and guests, other Members and their guests and the general public.

2. Not to publicly speak or to comment on behalf of the Chamber (or to hold itself out as having authority to do so) unless specifically requested or instructed or otherwise having obtained prior written consent to do so from the Chief Executive or from the Board.
3. Not to act in such a way that the Board deems, in its reasonable opinion, to be injurious or prejudicial to the character or interests or reputation of the Chamber.
4. To respect and comply with reasonable requests or directions given by Chamber staff, office bearers or third parties – for example, at Chamber events hosted at external venues – and not to act in such a way at any Chamber event or activity, that would be likely to cause injury or harm to self or to others.
5. To respect the confidentiality requirements and privacy policies of the Chamber, and any confidentiality requirements requested to be observed by Members, Chamber invitees, and other guests in relation to any Chamber events or activities.
6. To respect the rights of Chamber staff, office bearers, Members and non-member participants to enjoy a safe environment when working for, or attending or participating in events, meetings or activities hosted or facilitated by the Chamber, free from harassment, abuse or discrimination and, in particular, not to use threatening behaviour towards nor harass any member of Chamber staff or any Member, invitee, guest or other non-member participant.
7. To ensure that communication with Chamber employees, office bearers and Members is measured, reasonable and professional and devoid of any comments against any of them which are of a personal nature.
8. Not to issue or publish – whether via email, phone, SMS, social media or similar platform – any malicious, inflammatory, defamatory, abusive or threatening messages or statements in relation to the Chamber or its Members, invitees or guests.
9. Not to take recordings or photographs when participating in Chamber events (or in other activities run or coordinated by the Chamber) whether online or in person, without the express written consent of the Chamber and, where such consent is provided, to use or disclose such material only in the manner agreed with the Chamber.
10. To act in accordance with applicable laws, rules and regulations governing any activities undertaken by them as a Member of the Chamber.
11. To abide by the Chamber's Articles of Association and any conflict of interest guidelines, bye-laws or other policies and codes as may be issued by the Chamber from time to time, together with any updates thereto.

PRIVACY AND CONDUCT

As a member of the Chamber from time to time, you will gain access to various reports and research, to individual contact details and to other confidential information which should be dealt with in accordance with our Privacy Policy. Our Privacy Policy is clearly available on our website.

UPDATES TO THIS CODE

This Code may be amended, updated or replaced by the Chamber in its discretion from time to time. Any new or amended version of this Code shall be communicated to Members by being posted on the Members' section of our website.

Approved 27 April 2023 during the Board meeting.