



THE GOVERNING COUNCIL OF THE CAT FANCY



Code of Conduct for Company Officers and Directors

Conduct should be based on the principles of selflessness, integrity, objectivity, openness, accountability, respect, honesty, and leadership.

Member obligations for personal conduct

When a member of the Board acts, claims to act or gives the impression of acting as a representative of the Board, he/she has the following obligations:

1. He/she shall act in accordance with their legal obligations, including the Companies Act Section 2 (General Duties of Directors). These include a requirement to declare interests and the Register of Interests held by the Office Manager should be completed.
2. He/she shall behave in such a way that a reasonable person would regard as respectful, towards the elected Chairman, colleagues, members of staff and supporting personnel present at meetings. All should be treated with courtesy, and regard paid to advice given by GCCF Officers and staff .
3. No Director shall at any time act in an aggressive or offensive manner towards another Director or staff member of the Company, or otherwise behave in a manner likely to bring the good name of the Company into disrepute.
4. Preparation for meetings is essential. It is therefore necessary that he/she reads carefully all documents relating to the agenda in advance. Apologies should be given if a member is unable to attend a meeting, is unavoidably late, or has to leave early. There is also an obligation to participate in electronic consultation and discussion between meetings, even if only to record abstention on the matter.
5. The discussions of all Board meetings are confidential. There should be no publication of circulated documents, except as agreed, nor should there be comment on social media. Information on decisions made is the responsibility of the Board or staff member as designated by agreed action which is recorded in the meeting minutes.
6. A position on the Board should not be used improperly to secure for the member or any other person, an advantage or disadvantage, when making decisions on behalf of the GCCF, including awarding contracts or making appointments. Decisions should be made on merit. Nothing should be done which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the GCCF.
7. GCCF's resources should not be used improperly for personal purposes, therefore strict adherence to the 'Expenses Policy' is required.
8. Any concerns or grievances should be discussed first with the Chairman (if against the Chairman with the Vice-Chairman); and criticism and reforms of processes be addressed through Board and/or club proposals to the GCCF Council and not via any type of public announcements.

Conflict of interest between Board and Club responsibility

If a Director strongly disagrees with a Board decision, the Director is entitled to have his/her dissent recorded in the minutes of the relevant Board meeting. A dissenting Director must not actively undermine any action which has been decided upon by majority vote at a Board meeting.

If the club he/she represents wishes a view contrary to the Board's to be expressed it may send a substitute delegate (with the Board member permitted to attend as an observer at GCCF's expense), or the Board member MUST inform the Chairman of the intention to speak on the club's behalf, and provide in writing the comment to be made. He/she will be given an opportunity to speak at a time during the debate that is at the Chairman's discretion.