

Code of Conduct Guidelines for Members of the Dementia Alliance International Board of Directors, DAI Committees and volunteers

March 2016



This document outlines fundamental values and principles that define the standards of behaviour and Code of Conduct expected of DAI members, paid or unpaid staff, and volunteers of the Dementia Alliance International (DAI), the Board of Directors and any sub-committees or positions, including support group hosts.

Purpose of the Code of Conduct

We expect that anyone who is nominated for a position on the DAI Board or on a DAI subcommittee, and subsequently accepts any of these positions, will adhere to the DAI Code of Conduct. They have been written without prejudice, to promote the best interests of the full membership of Dementia Alliance International.

It is also expected that all DAI Members will adhere to them.

We also expect that paid or unpaid staff or volunteers, including support group hosts, who have the same access to all information shared with the Board, will agree to and adhere to the DAI Code of Conduct.

Throughout this document:

The CEO, DAI Board members, DAI Executive members will be referred to as **'DAI Board member'**.

DAI members of DAI sub-committees, support group hosts, volunteers and paid or unpaid DAI staff will be referred to as **'Staff'**.

It is recognised that DAI is a voice of, by and for people with dementia, and as such it is the peak body and a leading advocate for matters pertaining to services, decisions, policy and research for and about people living with dementia.

We promote at all times, there be **'Nothing about us, without us'**.

It is also recognised that unlike many other diseases, symptoms of dementia (whatever the cause) can affect behaviour, logical thinking, insight and memory. This in no way negates the input of any person with dementia, but is cause for extra consideration to and from members of the Board, as well as considering how we as a Board, can support people experiencing these disabilities.

A person living with dementia may become unable to adhere to this code of conduct as a result of the disease. This may limit a person's contribution to the Board. This document will alleviate the need to make personal or judgemental

decisions, and instead allow the board to gracefully retire a fellow board member, or indeed allow a board member who recognises their own changes to abilities to ask to be relieved of their position with no reflection on their past, nor on any alternative future contribution or work.

It is expected that a DAI Board member, Volunteer, Support group host and Staff **will**:

- At all times act in the best interests of the DAI
- At all times act in a professional manner, including on social media
- At all times put the DAI ahead of personal interests and feelings

It is expected that a DAI Board member, Volunteer, Support group host and Staff **will not**:

- Set themselves up in competition to any or all DAI support, services or activities
 - Act on behalf of DAI without Board approval
 - Vent personal views on social media or in any public arena about individuals, the organization, or the Board members of DAI
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1. Code of Conduct

- *Respect for by-laws and governance policies of DAI*

This encompasses compliance with any relevant legislative, industrial and administrative requirements and implementation of policies and decisions of the DAI in an impartial manner.

- *Respect for people*

Members of the public and colleagues are to be treated fairly and consistently, in a non-discriminatory manner with proper regard for their rights and obligations.

DAI Board Members will perform their duties in a professional and appropriate manner.

This encompasses inappropriate conduct, discrimination and bullying. DAI Board members should also ensure that decisions involving individuals should be made on the basis of factual information and not on personal feelings.

DAI Staff, board members and volunteers will perform their duties in a professional and appropriate manner. Should they resign from their position, they will not set up in competition, nor provide professional services that in any way resemble DAI support and services, for a period of no less than 12 months.

This includes not importing or misusing the DAI member or DAI supporter data base or using it in any way outside of DAI.

- *Act with honesty and integrity*

In performing their duties DAI Board members will at all times act in a manner, which promotes confidence in the integrity of DAI.

In performing their duties DAI Staff will at all times act in a manner, which promotes confidence in the integrity of DAI.

They should always act honestly and in the public interest, rather than in their private interest, and be aware of any conflict of interest.

2. Personal and Professional Behaviour

All Board members and Staffs need a clear understanding of their public duty and legal responsibilities and must act for the proper purpose and without exceeding their powers.

At all times, Board members and Staff will act in accordance with the DAI Vision, Values, Mission and Core Values, as listed on the website, and agreed on by membership.

The primary source of information on the role and functions of the board or committee is the board's By-Laws and Governance Policies

Board members and Staff must perform their functions with:

- Integrity
- Impartiality

- Honesty
- Conscientiousness
- Care
- Skill
- Diligence and
- Loyalty to the public interest
- A positive social media/online presence
- An adherence to the DAI Code of Conduct at all times, and without negative or derogatory remarks about DAI or other organizations or individuals at any time

3. Accountability

The nature of work in the public eye requires a high standard of accountability, transparency and fairness.

3.1 For Public Expenditure

Board members and Staff must ensure the efficient and responsible expenditure of public funds in accordance by-laws, current funding or grant agreements and policy and guidelines.

3.2 Decision Making

Board members should attend all meetings of the board or committee as far as is possible, and allow the necessary time to prepare for meetings. Decisions, reasons for those decisions and processes of the board or committee must be documented and minutes of all official meetings prepared and retained as official records.

Non-attendance of more than three consecutive Board meetings may require resignation from the board, except in any exceptional, unique or extenuating circumstances.

4. Use of Official Information

A Board member, support group host, volunteer or Staff must not disclose official information or documents including the data base, acquired as a consequence of membership of the board or as staff other than is required by law or when the member has been given proper authority to do so by the full Board.

6. Disclosure of Interests

A member must disclose interests to the board or committee (which include positions and pecuniary interests) in corporations, partnerships or other businesses that may be relevant to the activities of the board or committee. A member's interests include those of an associate or close relative. A register of such interests should be maintained by the organisation. Such interests must also be reported to the Chairperson.

It is expected that when working on behalf of DAI, no Board member or Staff will seek to further their interests in another organisation, but will act professionally and at all times keep the values and mission of the DAI at the forefront of all endeavours.

7. Recognising and Managing Conflicts of Interest

Members of the DAI Board or Staff are appointed for their knowledge, expertise skill in particular areas, and most importantly, for their passion to improve the lives of people with dementia. But primarily they must have a diagnosis of dementia to be eligible unless taking a Staff position.

As a consequence of their expertise in these varied areas, (including living with dementia) there may be the potential for conflicts of interest to arise between a member's duties to the board and his or her personal interests, personal health condition and ability to contribute and personal circumstances.

A conflict of interest may arise for example from:

- Other memberships or employment
- Professional and business interests and associations
- Family relationships

- Health and support needs

A DAI Board Member has a duty to declare any private interest that may impinge upon a board or committee decision.

When an issue arises, the board or committee member must as soon as practicable disclose full and accurate details of the interest or issue to the board or committee. Interests may include membership of other committees or boards advocating for people with dementia, membership of international dementia peak bodies or other memberships.

It is acknowledged that a person living with dementia may be unaware of have no insight into the impact that the disease has had upon their contribution to the Board. It is then the responsibility of other Board Members to respectfully and tactfully bring this up with the individual.

One Board Member or a professional third party will be appointed to speak privately to the person whose contributions may be impacting negatively on the work of the Board or organization as a whole.

Only specific factual examples will be used, with no intent to criticize the person or their past contribution in any way. It is expected that the person appointed to do this, will use kindness, tact and good judgement, and that the conversation should not be considered a personal criticism in any way.

If the person is happy to receive additional support to continue their role, through for example, the support of a buddy or mentor, or with additional disability supports, this must be considered; the voice of every person living with dementia is vital.

If the person is accepting and wishes to step down, the person is to be recognised in the same way as any person retiring with honour from the Board.

If the person lacks insight into the negative impact of their actions, or refuses to step down - every effort must be taken to support the person through this process. The Board however can take a vote to remove the person from the Board. This must be a last resort, and an amicable parting is preferred in all instances.

*Never doubt that a small
group of thoughtful
committed citizens can
change the world; indeed,
it's the only thing that
ever has.*

(Margaret Mead)



**TOGETHER WE
ARE STRONGER**