

Code of Conduct



This Code of Conduct (Code) applies to you as an elected, appointed or nominated representative of the National Farmers' Union (NFU).

You must observe the Code of Conduct:

- Whenever you represent, conduct the business of, or are present at a meeting of the NFU;
- Whenever you act, claim to act or give the impression you are acting in the role to which you were elected or appointed;
- Whenever you act, claim to act or give the impression you are acting as a representative of the NFU, for example when you have been approached by a third party for a comment or quote;
- In all your dealings with NFU staff.

1. Equality and Respect

You must:

- Carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;
- Show respect and consideration for others;
- Not use bullying behaviour or harass any person; and
- Not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, the NFU.

2. Confidential Information

You must not:

- Breach the requirements of the General Data Protection Regulation 2018 or associated legislation;
- Disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express, prior consent of the NFU.



3. Reputation

- You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the NFU into disrepute;
- You must not make vexatious, malicious or frivolous complaints against other members of the NFU or NFU employees.
- You must not use, or authorise others to use, the resources of the NFU:
 - imprudently;
 - unlawfully;
 - other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the NFU or of the office to which you have been elected or appointed;
 - improperly for political purposes; or
 - improperly for private purposes.

4. Conflict of Interests

- You must not, in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;
- Where your role requires you to record any conflicts of interests in the Register of Interests, you must complete the forms promptly and notify the Board Secretary or NFU Secretary (as applicable) of any changes in a timely manner.
- When participating in meetings or reaching decisions regarding the business of the NFU you must do so on the basis of the merits of the discussion and the information presented.
- You must promptly declare any personal interest which may be perceived as a conflict by yourself or others.

5. Expenses

- You must observe the law and the NFU's rules governing the claiming of expenses and allowances in connection with your duties as a member (please refer to the Members' Expense Procedure for the NFU's rules on claiming expenses);
- When carrying out your role as NFU Officeholder, you must exercise caution in accepting gifts, hospitality (other than official hospitality), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.



6. NFU Values

All NFU staff and Officeholders are expected to conduct themselves in line with the NFU's Values and the Nolan Principles:

Professional

- Trustworthy and honest
- We are transparent in our dealings and tell the truth
- Act with integrity
- We set a good example and deliver on our promises
- Respect for others
- We treat people how we expect to be treated

Resourceful

- Creative
- We think up new ideas
- Innovative
- We put in place new ideas and methods
- Competent and knowledgeable
- We have the skills and knowledge to enable us to do our job well
- Agile
- We respond positively and flexibly to change

United

- Collaborative
- We act as one NFU to achieve our goals
- Share
- We share knowledge, experience and decisions
- Celebrate success
- We celebrate great work



The Nolan Principles - The Seven Principles of Public Life

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

7. Breach

Any breach of the Code must be reported as soon as possible to the *Regional Director or Secretary*. The matter will be dealt with in accordance with the investigation process. If, having investigated, further action is deemed necessary, the staff member will notify the *Director of Regions or Secretary (as appropriate)* with their recommendations. If the investigation shows that the Officeholder's behaviour or performance does not meet the standards set out in this Code, the Officeholder will agree steps to address this. These may include training, mentoring, suspension from their position pending further action or removal from office.