

Preamble

This code of conduct sets out the standards and proper practices for members of Grant Assessment Panels [GAP] at Parkinson's UK. Its purpose is to clearly set out what is expected and provides a framework to address issues of poor performance should these arise. It should be read alongside the GAP Terms of Reference.

General

- I am fully committed to the objects, vision and values of Parkinson's UK and will champion these accordingly.
- I accept the responsibilities of my role (as set out in the GAP Terms of Reference).
- I accept my duty to act reasonably and prudently in all matters relating to the Charity. I will use my knowledge, skills and experience in the fulfillment of my role as a GAP member.
- I will abide by the policies and procedures of the Charity. This includes obtaining a working knowledge of such documents.
- I will be an active GAP member and engage in the work of the Charity, when and where I can.
- I accept my duty of confidentiality to Parkinson's UK and will respect organisational, GAP and individual confidentiality at all times. However I will never use confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will keep papers and other information submitted to GAP secure and confidential.
- I will use Parkinson's UK's resources responsibly, and when claiming expenses will do so in line with the Charity's volunteer expense policy.
- I will seek to be accountable for my actions as a member of GAP, and will submit myself to whatever scrutiny is appropriate.

Managing interests

- I will not gain materially or financially from my involvement with Parkinson's UK unless specifically authorised to do so.
- I accept my duty to act in the best interests of the Charity as a whole, and not as a representative of any group – considering what is best for Parkinson's UK and its present and future beneficiaries.
- I will conduct myself in a manner that does not damage or undermine the reputation of Parkinson's UK or its staff individually or collectively and will not take part in any activity that is in conflict with the objects or might damage the reputation of Parkinson's UK.
- I accept my duty to avoid conflicts of interest and unless authorised, I will not put myself in a position where my personal interests conflict with those of the Charity. Where there is a conflict of interest I will declare this in accordance with the GAP Terms of Reference.

Meetings

- I will attend GAP meetings as appropriate or give apologies. If attendance proves problematic I will notify Research directorate staff to seek approval, request a leave of absence or consider whether there are other ways I can engage with Charity.
- I will prepare fully for all GAP meetings. This will include reading papers, thinking through issues and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting at GAP meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.

- I accept my duty to act collectively and will actively participate in decision-making. I will accept and publicly support a majority decision of GAP and will not act individually unless specifically authorised to do so.

Governance

- I will develop and maintain a sound and up-to-date knowledge of Charity and GAP best practice. This includes an understanding of the Charity's activities, the nature and extent of its work and the external environment in which it operates.
- I will actively contribute towards improving the governance of GAP and share ideas for improvement.
- I will help to identify good candidates as potential panel members as requested by the Charity.

Working with others

- I will treat all those I come into contact with at Parkinson's UK with respect and courtesy. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I will conduct myself in a manner that does not put me or those I come into contact with at Parkinson's UK at risk.
- Where I also volunteer with the Charity I will maintain the separation of my role as a GAP member and as a volunteer.
- I will not make public comments about the Charity unless authorised to do so and will inform Research directorate staff of any engagements to speak publicly on any subject related to the work of the Charity.
- Any public comments I make about Parkinson's UK will be considered and in line with Charity's approved messaging, whether I make them as an individual or as a GAP member.

Leaving GAP

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being removed from by post as a GAP member.
- Alleged breaches should be reported to the Chair of GAP in accordance with the [volunteer problem solving policy](#).
- If I wish to cease being a GAP member at any time, I will inform the charity in writing, stating my reasons for leaving.

Review

- The charity will revise this Code of Conduct on a regular basis and notify panel members of amendments.

Full name (*Block Capitals*) _____

Signature _____

Date completed _____

If you have queries about this document or membership of GAP, please contact the Research team on researchapplications@parkinsons.org.uk.