



1. INTRODUCTION

- 1.1 Cumbria Social Enterprise Partnership (CSEP) is led by members of a Steering Group of local people with an interest in promoting the growth and promotion of social enterprise within the county of Cumbria.
- 1.2 CSEP is a membership network of social enterprise organisations and individuals, associates, funders and supporters within the Cumbria area, as defined by the membership categories published on the CSEP website.
- 1.3 The membership of CSEP share a common commitment through this statement of ethical practices to promote the highest possible standards of conduct.
- 1.4 Adherence to the standards of conduct, competence and practice set out in this Code of Conduct (“the Code of Conduct”) are fundamental requirements of membership of the network. The Code of Conduct sets high standards for CSEP’s members.
- 1.5 Members accept and understand that all transactions between members are undertaken at their own risk and judgement and that under no circumstances, can CSEP or its representatives, be held responsible.
- 1.6 Membership of CSEP is currently free of charge. The CSEP Steering Group reserves the right at any time in the future to review this: If at any point a membership fee is introduced then membership will valid only on receipt of any annual fee payable. Such membership fee(s) will be reviewed annually by the CSEP Steering Group.
- 1.7 In the circumstance that a membership fee is introduced, the membership year will run from a point to be agreed by the Steering Group.

2. THE PURPOSE OF THE CODE OF CONDUCT

- 2.1 Through this Code of Conduct, CSEP endeavours to ensure that the highest standards are consistently maintained amongst its members, whilst they are engaging in network events and activities and when representing the network or wider social enterprise community.

3. PROFESSIONAL VALUES

- 3.1 Members are required to act in accordance with the following professional values:
 - (a) To act collegially by sharing knowledge and experience.
 - (b) To define in advance by mutual agreement and to abide by the terms of all business transactions among ourselves and with others.
 - (c) To endeavour in good faith to resolve amongst ourselves any dispute that arises from our professional interactions.

4. RESPECT

- 4.1 Members must be respectful to each other and shall not intentionally seek to damage another member’s reputation or business.



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5. MUTUAL ASSISTANCE

5.1 Members shall assist each other in every practical way and shall conduct themselves loyally towards their fellow members and CSEP.

6. CSEP ACTIVITIES

6.1 The CSEP Steering Group deploys resources to support the day to day operations and activities of the network, including but not limited to business support, networking events, training, engagement, consultation and signposting.

6.2 Members should be aware that CSEP activities, are financed through funds held by Cumbria County Council. CSEP attempts to develop and provide events and activities in accordance to participant needs and numbers. Accordingly, members who confirm their participation in CSEP activities, through any means; online booking system, email, etc., are expected to participate in these activities. In the event that members can no longer attend it is expected that sufficient notice should be given to avoid a charge being applied.

7. INTEGRITY WHEN ENGAGING WITH CSEP

7.1 When engaging with CSEP, members are expected to act with integrity in all their professional and business activities. This means acting with honesty, fairness and impartiality at all times and not allowing themselves to be improperly influenced either by self-interest or the interests of others.

7.2 Members should avoid actions or situations that are inconsistent with their professional obligations.

7.3 Members may seek advice from the CSEP Steering Group if faced with a situation that they recognise as being outside their own or their company's or organisation's experience, knowledge or competence.

7.4 Members shall not approach an individual or organisation attending a CSEP networking event and offer funded or chargeable services to that individual or organisation, which would directly compete with CSEP's Business Support programmes.

8. CONFIDENTIALITY

8.1 Members shall maintain complete confidentiality at all times and treat any information that may come to them by virtue of their membership of the network as privileged information, not to be communicated to any third party without prior authority. They shall also require all those assisting them in their work to be similarly bound.

9. CONFLICTS OF INTEREST

9.1 Members shall carry out all work entrusted to them by CSEP on its behalf, in whole or in part, with complete impartiality and shall disclose any business, financial or other interest that might affect this impartiality.

9.2 All members will be expected to follow the separate Cumbria Social Enterprise Partnership "Conflict of Interest" policy document.



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10. BREACH OF THE CODE OF CONDUCT

- 10.1 All members must commit themselves to uphold and maintain the standards set out in the Code.
- 10.2 A breach of the Code of Conduct or a dispute that cannot be resolved satisfactorily by the member(s) acting in good faith under clause 2.1 above, may be reviewed by the CSEP Steering Group.
- 10.3 Any member found to be in breach of the Code of Conduct may be subject to suspension or removal from membership.

11. TERMINATION OF MEMBERSHIP

- 11.1 Any individual or organisation shall cease to be a member on the following grounds:
 - (a) Found to be in breach of this Code of Conduct
 - (b) The member gives notice of resignation in writing to the CSEP Steering Group Chair.
 - (c) If a membership fee is introduced at some future date: Any fees payable for the membership year remain outstanding.

12. AMENDMENTS

- 12.1 This Code may be amended from time to time by a majority decision of the CSEP Steering Group provided that a resolution, presented in writing, is given a minimum of 2 weeks in advance of any Steering Group meeting at which amendments are approved.

This Code of Conduct is a guideline and does not represent the entire scope of good conduct and ethical behaviour. Acceptance of and adherence to this Code is a condition of membership.