

Code of Conduct & Governance Code Phonetic Media Group.

(Phonetic) Media Ltd is a media and entertainment organisation, operating across all areas of the media and entertainment industry. The company is run by founder/CEO - Henri H Pearson.

1 Practical

Management should:

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting;
 - o Listen to what others have to say and keep an open mind.
 - o Contribute positively to the discussions.
 - o Try to be concise and avoid soliloquies/speeches.
- Help others concentrate on the meeting. Discourage side conversations.
- Have the best interests of the organisation/beneficiaries in mind at all times.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

2 Behavior

To make these mutual we will make sure that staff and/or volunteers and/or members and/or users have similar requirements.

- Treat each other with respect.
- Avoid offensive or insensitive comments or language.
- Respect confidentiality.
- Avoid bringing the organisation/committee into disrepute.
- Express dissent where necessary, but avoid conflict.

3 Legal Requirements

Management must:

- Be active – you cannot be a dormant or ‘sleeping’ management member, you are still liable for the decisions the others make in your absence.
- Act jointly – an individual has no powers on their own unless they have been specifically given them by the committee (minuted at a proper meeting).

- Act constitutionally (and within the law) – make sure that you act within the powers and objects (remit) set out in your constitution. Including following the constitution on how meetings are run and how the committee is recruited.
- Act in the interests of the beneficiaries – put yourself in the beneficiaries' position and make decisions that are best for them.
- Act reasonably and honestly – remembering to minute discussions and debates so that your reasonableness can be demonstrated.
- Have a duty of care – act prudently and reasonably.
- Not delegate control – everything can be delegated except the power of delegation but the management committee remains responsible and accountable.
- Not benefit personally – unless allowed specifically in the constitution or by law.
- Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest.

4 The Seven Principles of service:

These are the principles that started the current interest in codes of conduct. Critics consider them vague, but including them in our code shows our awareness of these widely adopted principles.

1. Selflessness: Holders should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

2. Integrity: Holders should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

3. Objectivity: In carrying out public business, including making appointments, awarding contracts, or recommending individuals for rewards and benefits, holders should make choices on merit.

4. Accountability: Holders are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

5. Openness: Holders should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

6. Honesty: Holders of a position in the company should have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts arising in a way that protects the interest of the firm.

7. Leadership: Holders of a position in the company should promote and support these principles by leadership and example.

“These principles apply to all aspects of public/private life and work life.

The organisation has set them out here for the benefit of all who serve the business, its clients and the public in any way.”