

# RESEARCH COMMITTEE AND FUNDING PANELS CODE OF CONDUCT

## Status and Scope of the Code of Conduct

1. This Code of Conduct (“the Code”) shall be regarded as binding upon all Members of Diabetes UK’s Research Committee (“the Committee”) and the Research Funding Panels of Diabetes UK.
2. Members shall make every effort to observe both the letter and the spirit of the Code whenever they –
  - (1) conduct the business of the Committee; or
  - (2) act as representatives of the Committee,and references to a Member’s “official capacity” shall be construed accordingly.
3. In this Code –
  - (1) “Person” shall mean both legal and natural persons; and
  - (2) “Stakeholders” shall mean Diabetes UK’s Trustees, employees, volunteers and members, and people with diabetes and their carers.

## Monitoring and Enforcing the Code of Conduct

4. It shall be the responsibility of the Trustee Subcommittee (the “Subcommittee”) to evaluate and to monitor the implementation of the Code and to make recommendations on these matters to the Board of Trustees (the “Board”).
5. Breach of the Code may form grounds for the Board to terminate a Member’s membership of the Committee.

## The Code of Conduct

### *Part 1 – Acceptable Behaviour*

6. Members shall –
  - (1) promote equality by not discriminating unlawfully against any person;
  - (2) treat others with respect; and
  - (3) not do anything which compromises, or which is likely to compromise, the impartiality or integrity of the Committee or any of its Members.
7. Members shall not –
  - (1) disclose confidential information, or information which was given to them in confidence, without the prior consent of the Director of Research or the Head of Research Funding, or unless required by law to do so; nor

- (2) prevent any person from gaining access to information to which he/she is entitled by law.
8. Members shall not, in their official capacity or in any other circumstance, conduct themselves in a manner which could reasonably be regarded as bringing Diabetes UK or the Committee into disrepute.
9. Members shall not, in their official capacity nor in any other circumstance, use their position improperly to confer on or secure for themselves, or any other person, an advantage or disadvantage.
10. Members shall abide by Diabetes UK's Memorandum and Articles of Association, Standing Orders and other governance practices and procedures, as appropriate. For members of the Research Committee this specifically refers to Standing Order 11, 'Terms of Reference for the Research Committee'.
11. Members shall, when using or authorising the use by others of the resources of Diabetes UK –
  - (1) act in accordance with the relevant policies and procedures; and
  - (2) ensure that such resources are not used for purposes that are immoral, unlawful or unrelated to their official capacity.
12. Members shall have due regard to all relevant advice and information provided to them by Diabetes UK's stakeholders and professional advisers.
13. Members shall, as appropriate, participate in induction, training and development activities.
14. Members shall, if they become aware of any conduct by another Member which they reasonably believe involves a failure to comply with the Code, make a written report to that effect to the Chair of the Committee or Panel, copied to the Director of Research, as soon as it is practicable to do so.

### *Part 2 – Personal Interests*

15. A Member shall regard him/herself as having a personal interest in a matter if –
  - (1) it relates to an interest in respect of which notification must be given under Part 3 below; or
  - (2) a decision upon it might reasonably be regarded as affecting, to a greater extent than the Committee's other Members or Diabetes UK's stakeholders, the well-being or financial position of him/herself, a relative or a close friend or –
    - (a) any employment or business carried on by such a person;
    - (b) any person who employs or has appointed such a person, any firm in which they are a partner or any company of which they are a director; or

- (c) any corporate body in which such a person has a beneficial interest exceeding the value of £10,000 or one per cent of the total issued share capital of that company, whichever is the lower;
  - (3) the interest is one which another Member or Diabetes UK stakeholder with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of Diabetes UK's interest.
16. For the purposes of 15 (2) –
- (1) “relative” shall mean a spouse, partner, parent, parent-in-law, child, step-child, sibling, grandparent or grandchild, or the spouse or partner of any of the preceding persons; and
  - (2) “partner” shall mean a member of a couple who habitually live together.

#### *Participation in Relation to Disclosed Interests*

17. Where a Member attends at a meeting at which an item in which he/she has a personal interest is to be considered, he/she shall –
- (1) declare his/her interest as soon as the discussion of that item begins;
  - (2) withdraw from the meeting for the duration of that discussion, unless he/she is expressly invited to remain in order to provide information;
  - (3) not be counted in the quorum for that part of the meeting; and
  - (4) withdraw during the vote and have no vote on the matter.

A declaration of interest made under this paragraph shall be recorded in the minutes of the relevant meeting.

#### *Part 3 – The Register of Members' Interests*

18. A Member shall, within 28 days of the Code being adopted by the Board, or within 28 days of his/her appointment or co-option to the Committee, register his/her interests in the Register of Members' Interests by providing written notification to the Head of Research Funding of –
- (1) any employment or business carried on by him/her;
  - (2) the name of any person who employs or has appointed him/her, the name of any firm in which he/she is a partner and the name of any company of which he/she is a director;
  - (3) the name of any person, other than Diabetes UK, who has made a payment to him/her in respect of any expenses incurred by him/her in his/her official capacity;
  - (4) the name of any corporate body in which he/she has a beneficial interest exceeding the value of £10,000 or one percent of the total issued share capital of that company, whichever is the lower; or
  - (5) a description of any contract for goods, services or works made between Diabetes UK and him/herself or a firm in which he/she is a partner, a company of which he/she is a director or a corporate body of the description specified in sub-paragraph (4) above.

19. A Member shall, within 28 days of the Code being adopted by the Board, or within 28 days of his/her appointment or co-option to the Committee, register his/her interests in the Register of Members' Interests by providing written notification to the Head of Research Funding of his/her membership of, or position of general control or management in, any –
  - (1) public authority or body exercising functions of a public nature;
  - (2) body directed to charitable purposes;
  - (3) body whose principal purposes include the influence of public opinion or policy;
  - (4) trade union, professional association, special interest group or mutual support organisation; or
  - (5) any other body or organisation which may give rise to a potential conflict of interest.
20. A Member shall, within 28 days of becoming aware of any change to the information specified in the Register of Members' Interests, provide written notification of that change to the Head of Research Funding.
21. A Member shall, within 28 days of a Diabetes UK Annual General Meeting, review his/her entry in the Register of Members' Interests and shall notify the Head of Research Funding immediately of any errors or omissions.
22. The notification requirements of Part 3 above shall apply equally to the spouses and partners of Members, and for this purpose the term "partner" shall mean a member of a couple who habitually live together.

#### *Part 4 – Gifts and Hospitality*

23. A Member shall treat with extreme caution any offer or gift, favour or hospitality that is made personally to him/her or to any person or body meeting the description specified in sub-paragraph 15(2) above.
24. A Member shall, within 28 days of accepting in his/her official capacity any gift or hospitality over the value of £50, provide written notification to the Head of Research Funding of the existence and nature of that gift or hospitality.
25. A Member shall, within 28 days of accepting any gift or hospitality of a type specified in paragraph 26 below, provide written notification to the Head of Research Funding of the existence and nature of that gift or hospitality, irrespective of its value.
26. Paragraph 25 shall apply only in respect of –
  - (1) cash or monetary gifts;
  - (2) repeated gifts or hospitality from the same or similar source; and
  - (3) gifts or hospitality intended to, or which reasonably appear to be intended to, influence a Member's decisions or opinions.

Sub-paragraph (1) shall apply only in respect of cash or monetary gifts received by a Member in the course of his/her official capacity.

27. A Member who receives a gift or wins a prize at an event at which he/she is attending in his/her official capacity shall either -
- (1) donate that gift or prize to Diabetes UK; or
  - (2) be given the option to purchase that gift or prize at fair market value.

This paragraph does not apply to a gift or prize of less than £50 in value.

28. For the purposes of Part 4, the terms “gift” and “hospitality” shall include the payment by any person, whether in fact or in kind, of a Member’s accommodation, subsistence or travel expenses. This paragraph does not apply to payments made directly by Diabetes UK.

***Part 5 – Payment of Expenses***

29. A Member’s expenses shall be reimbursed only in accordance with Diabetes UK’s Policy for Reimbursement of Expenses.

Version	Changes	Effective date	Author	Approver	Next review date
1.0	n/a	01/03/2015	Anna Morris (Head of Research Funding)	Alasdair Rankin (Director of Research)	01/08/2015
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