

Alcohol Education and Research Council

Code of Conduct and Best Practice

SECTION ONE

General Principles Applying to Trustees, Staff and Advisory Panel Members

Trustees, staff and advisory panel members will:

When representing the AERC:

- recognise that trustees and advisory panel members are appointed in a personal capacity and not represent the views of any organisation to which they belong
- always act professionally when representing the AERC and treat everyone with whom they come into contact with respect
- deal courteously with those who hold opinions that are different to their own
- respect cultural differences
- not act in a way that may bring the AERC into disrepute
- be open and transparent in the way that they conduct their work, complying with all reasonable requests for information from any quarter and ensuring that the information provided is accurate, so as not to mislead anyone with an interest in the AERC's business

When making decisions for the AERC:

- observe the highest standards of impartiality, integrity, and objectivity in relation to their stewardship of the Alcohol Education and Research Fund and in the way they conduct AERC business
- comply with the AERC's Guidance on Conflicts of Interest
- be accountable for their stewardship of the Fund and the extent to which the objectives set out for it in legislation have been met¹

¹ if trustees act in accordance with the provisions of the legislation, then any liabilities they incur as trustees can be met out of the Fund but if they act otherwise they may be personally liable to make good any loss to the Fund. Since the trustees must act jointly in administering the charity, they will also be responsible to meet any liability incurred on their behalf by other trustees. The Government has indicated that an individual trustee, acting honestly and in good faith, will not have to meet personally any civic liability which is incurred in the execution or purported execution of his/ her board function, save where they have acted recklessly.

- be responsible for ensuring that the AERC has available the information that it needs to take sound and fair decisions

When talking about the AERC within their private or other professional life:

- respect the confidentiality of information which they gather in the course of their work at the AERC
- respect decisions that have been duly made by the Council, its sub-committees, advisory panels or executive management, even if they disagree with them personally
- not use information gained in the course of their service with the AERC for personal gain, nor seek to use the opportunity of such service to promote their private interests

When managing AERC resources:

- be responsible for actions taken under their direction by staff or volunteers
- be responsible for the efficient use of resources over which they have control
- safeguard the assets of the AERC from misappropriation or fraud

policy reviewed February 2010