



CODE OF CONDUCT

FOR

BOARD MEMBERS

SEPTEMBER 2017

Contents	Page
Introduction	3-4
Who the code applies to	3
How the code is structured	4
The Principles	5-11
Selflessness	5
Openness	6
Honesty	7
Objectivity	8
Integrity	9
Accountability	10
Leadership	
Declaring and Managing Personal Interests	12
Breach of the Code	12
Review	12
Acceptance	13
Appendix 1: Managing and declaring personal interests	14-16
Appendix 2: Protocol for dealing with a breach of the Code	17-20

Introduction

There are references throughout this Code of Conduct (the Code) to 'you' and 'your' which means the member of the Board of Management of Almond Housing Association Limited (AHA Ltd.) who has signed this Code. References to 'we', 'us' and 'our' mean AHA Ltd.

- 1.1 We attach the greatest importance to ensuring that high standards of governance and ethical behaviour are demonstrated by all of our people and in all of our activities.
- 1.2 This Code of Conduct sets out the requirements and expectations which are attached to your role as a member of our Board of Management. You have a personal responsibility to uphold the requirements of this Code. You cannot be a member of our Board if you do not agree to adopt this Code. To confirm that you understand its requirements and accept its terms, you must review and sign this Code annually.
- 1.3 As a Registered Social Landlord (RSL), we are required to adopt and comply with an appropriate Code of Conduct¹. This Code is based on the Model Code of Conduct produced by the Scottish Federation of Housing Associations. The Scottish Housing Regulator (SHR) has confirmed that this Code fully complies with its Regulatory Standards.
- 1.4 This Code of Conduct is an important part of our governance arrangements. Board Members are responsible for ensuring that they are familiar with the terms of this Code and that they always act in accordance with its requirements and expectations. Board Members must always ensure their actions accord with AHA Ltd.'s legal duties and with regulatory guidance. You must also ensure you are familiar with any policies which are linked to this Code.
- 1.5 If a member of the Board appears to have breached any part of this Code, the matter will be investigated in accordance with the procedures set out at Appendix 2. A breach of this Code may result in action being taken by the Board to remove the member(s) involved.

Who the Code applies to

- 2.1 This Code of Conduct applies to all elected, appointed and co-opted members of the Board of Management of Almond Housing Association Limited and its Sub-committees, and to the Board of our subsidiary, Almond Enterprises Ltd.

¹ Scottish Housing Regulator (2012) Regulatory Framework, Regulatory Standard 5.2 available: [here](#)

How the Code is structured

3.1 The Code is based on the seven principles which are recognised as providing a framework for good governance. They demonstrate honesty, integrity and probity.²

Each principle is described as it applies to the activities of a RSL and its Governing Body Members, and supporting guidance is offered for each to provide more explanation of the Code's requirements. The guidance is not exhaustive and it should be remembered that Governing Body Members and RSLs are responsible for ensuring that their conduct at all times meets the high standards that the RSL sector is recognised for upholding.

The Principles

4.1 The seven principles and what they mean for the purposes of this Code are:

A. Selflessness	Page 5
B. Openness	Page 6
C. Honesty	Page 7
D. Objectivity	Page 8
E. Integrity	Page 9
F. Accountability	Page 10
G. Leadership	Page 11

² Committee for Standards in Public Life 1994, [Nolan Principles on Standards in Public Life](#)

A. Selflessness: You must act in the best interests of AHA Ltd. at all times and must take decisions that support and promote our strategic plan, aims and objectives. Board Members should not promote the interests of a particular group or body of opinion to the exclusion of others.

- A.1 You must always uphold and promote the aims, objectives and values of AHA Ltd. and act to ensure their successful achievement.
- A.2 You should exercise the authority that comes with your role as a Board Member responsibly and not seek to use your influence inappropriately or for personal gain or advantage.
- A.3 You must accept responsibility for all decisions properly reached by the Board (or a Sub-committee or working group with appropriately delegated responsibility) and support them at all times, even if you did not agree with the decision when it was made.
- A.4 If you are unable to support in public a decision that has been properly reached by the Board, you should resign.
- A.5 You must consider the views of others and be tolerant of differences.
- A.6 You must not seek to use your position to influence decisions that are the responsibility of staff (e.g. granting a tenancy, ordering a repair, awarding a contract).
- A.7 You must not seek to use your influence for the benefit of yourself or your business interests, or the benefit of someone to whom you are closely connected³ or their business interests.
- A.8 Mobile phones should be switched off during meetings, seminars, training courses etc.

³ See Appendix 1, Section 3 for definition of “closely connected”

B. Openness: You must be transparent in all of your actions; you must declare and record all relevant personal and business interests and must be able to explain your actions.

- B.1 You should exercise reasonable skill and care in the conduct of your duties.
- B.2 You should avoid any situation that could give rise to suspicion or suggest improper conduct.
- B.3 You must declare any personal interest(s), manage openly and appropriately any conflicts of interest and observe the requirements of our Payments, Entitlements & Benefits policy on the matter.
- B.4 You must not accept any offers of gifts or hospitality from individuals or organisations which might reasonably create – or be capable of creating – an impression of impropriety, influence or place you under an obligation to these individuals or organisations. You must comply with our Payments, Entitlements & Benefits policy on the matter.
- B.5 You must ensure that you are informed about the views, needs and demands of tenants and service users and that your decisions are informed by this understanding.
- B.6 You must ensure that AHA Ltd. is open about the way in which it conducts its affairs and positive about how it responds to requests for information.
- B.7 You must not prevent people or bodies from being provided with information that they are entitled to receive.

C. Honesty: You must ensure that you always act in the best interests of AHA Ltd. and that all activities are transparent and accountable.

- C.1 You should always act in good faith when undertaking your responsibilities as a Board Member.
- C.2 You should use your skills, knowledge and judgement effectively to support our activities.
- C.3 You should ensure that decisions are always taken and recorded in accordance with our Rules, Standing Orders, policies and procedures.
- C.4 You must ensure that AHA Ltd. has an effective policy and procedures to enable, encourage and support any employee or Board Member to report any concerns they have about possible fraud, corruption or other wrongdoing.⁴
- C.5 You must report any concerns or suspicions about possible fraud, corruption or other wrongdoing to the Chief Executive or Chairperson, as appropriate, in accordance with our Whistleblowing policy.
- C.6 You must not misuse, or contribute to or condone the misuse of our resources and must comply with our policies and procedures regarding the use of funds and resources.⁵
- C.7 We forbid all forms of bribery, meaning a financial or other advantage or inducement intended to persuade someone to perform improperly any function or activity. You are not allowed to accept or give bribes from/to anyone, and must comply with our Preventing Bribery, Fraud & Money Laundering policy. You are also obliged to report any instances of suspected bribery within AHA Ltd. or any of its business partners.
- C.8 You, or someone closely connected to you, cannot as a result of your role with us receive preferential treatment relating to any services provided by AHA Ltd. or its contractors or suppliers, and you should be able to demonstrate this.

⁴ These concerns might include, but are not confined to, suspected fraud, money laundering, dishonesty, breach of the law, poor practice, non-compliance with regulatory requirements, misconduct, breach of this code.

⁵ Resources include people, equipment, buildings, ICT, funds, knowledge, stationery, transport

D. Objectivity: You must consider all matters on their merits. You must base your decisions on the information and advice available and reach your decision independently.

- D.1 You must ensure that the decisions that you take are consistent with the aims and objectives of AHA Ltd. and with the relevant legal and regulatory requirements (including those of the SHR, OSCR and FCA).
- D.2 You must prepare effectively for meetings and ensure you have access to all necessary information to enable you to make well-informed decisions.
- D.3 You must monitor performance carefully to ensure that AHA Ltd.'s purpose and objectives are achieved, and take timely and effective action to identify and address any weaknesses or failures.
- D.4 You should use your skills, knowledge and experience to review information critically and always take decisions in the best interests of AHA Ltd., our tenants and our service users.
- D.5 You should ensure that the Board seeks and takes account of additional information and external/independent advice where necessary and/or appropriate.
- D.6 You should ensure that effective policies and procedures are implemented so that all decisions are based on an adequate assessment of risk, deliver value for money, and ensure the financial well-being of AHA Ltd.
- D.6 You should contribute to the identification of training needs, keep your housing and related knowledge up to date, and participate in training that is organised or supported by us.

E. Integrity: You must actively support and promote AHA Ltd.'s values. You must not be influenced by personal interest in exercising your role and responsibilities.

- E.1 You must always treat your Board colleagues, our employees and their opinions with respect.
- E.2 You must always conduct yourself in a courteous and professional manner. You must not, by your actions or behaviour, cause distress, alarm or offence.
- E.3 You must declare any personal interests in accordance with this Code (see Appendix 1). In the event that you have a continuing personal interest which conflicts with our activities, values, aims or objectives, you should resign.
- E.4 You must ensure that you fulfil your responsibilities as they are set out in the relevant role description, and that you maintain relationships that are professional, constructive and that do not conflict with your role as a Board Member.
- E.5 You must uphold our Equality and Diversity and Whistleblowing policies, and any policy regarding the acceptable use of our resources, such as the IT System Security, Emails & Internet Access policy.
- E.6 You must respect confidentiality and ensure that you do not disclose information to anyone who is not entitled to receive it, both while you are a member of the Board and after you have left.
- E.7 You must observe and uphold the legal requirements regarding data protection, and our policies in respect of the storage and handling of information, including personal and financial information.
- E.8 You must not make inappropriate or improper use of, or otherwise abuse, our resources or facilities and must comply with our policies and procedures regarding the use of AHA Ltd.'s funds and resources.
- E.9 You must not seek or accept benefits, gifts, hospitality or inducements in connection with your role as a Board Member, or anything that could reasonably be regarded as likely to influence your judgement. You must not benefit, or be perceived to benefit, inappropriately from your involvement with AHA Ltd. and must comply with our Payments, Entitlements & Benefits policy in this regard.

F. Accountability: You must take responsibility for and be able to explain your actions, and demonstrate that your contribution to our governance is effective.

- F.1 You must observe and uphold the principles and requirements of the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management, other guidance issued by the SHR and other regulators, and ensure that AHA Ltd.'s legal obligations are fulfilled.
- F.2 You must ensure that we have effective systems in place to monitor and report our performance and that corrective action is taken as soon as the need is identified.
- F.3 You should contribute positively to our activities by regularly attending and participating constructively in meetings of the Board, its Sub-committees and working groups.
- F.4 You should always be courteous and polite and behave appropriately when acting on our behalf.
- F.5 You must participate in and contribute to an annual review of the contribution you have made individually to our governance.
- F.6 You must ensure that there is an appropriate system in place for the support and appraisal of our Chief Executive and that it is implemented effectively.
- F.7 You must not speak or comment in public on our behalf without specific authority to do so.
- F.8 You must co-operate with any investigations or inquiries instructed in connection with this Code.
- F.9 You recognise that the Board as a whole is accountable to our tenants and service users, and you reflect this in your actions as an individual.

G. Leadership: You must uphold our principles and commitment to delivering good outcomes for tenants and other service users, and lead the organisation by example.

- G.1 You must ensure that AHA Ltd.'s strategic aims, objectives and activities deliver good outcomes for tenants and service users. You must ensure that you make an effective contribution to our strategic leadership.
- G.2 You must ensure that our aims and objectives reflect and are informed by the views of tenants and service users.
- G.3 You must always be a positive ambassador for AHA Ltd.
- G.4 You must participate in and contribute to the annual review of the Board's effectiveness and help to identify and attain the range of skills that we need to meet our strategic objectives.
- G.5 You must not criticise AHA Ltd. or our actions in public.
- G.6 You must not criticise employees in public. Any staffing related matters should be discussed privately with the Chairperson and/or Chief Executive.
- G.7 You must not use social media to criticise or make inappropriate comments about AHA Ltd., its actions or any member of the Board, employees or other partners.
- G.8 You must not act in a way that could jeopardise our reputation or bring us into disrepute.⁶

⁶ This includes activities on social media, blogs and networking sites.

Declaring and Managing Personal Interests

- 5.1 Where you have a personal, business or financial interest in any matter that is relevant to our activities or is being considered (or is likely to be considered), or you know that someone to whom you are closely connected has such an interest, you must declare it promptly and record it in our Register of Interests.
- 5.2 You must keep your entry in the Register of Interests complete, accurate and up to date.
- 5.3 More details and examples are included at Appendix 1.

Breach of this Code

- 6.1 Each Board Member has a personal and individual responsibility to promote and uphold the requirements of this Code. If any Board Member believes that they may have breached the Code, or has witnessed or has become aware of a potential breach by another member, they should immediately bring the matter to the attention of the Chairperson.
- 6.2 Alleged breaches of this Code of Conduct will be dealt with by the Chairperson, with the support of the Chief Executive where appropriate. Where the allegation of a breach is against the Chairperson, the Vice-Chairperson will be responsible for leading the investigation. The procedure for dealing with alleged breaches is described in the accompanying protocol.
- 6.3 Each Board Member has a duty to co-operate with and contribute to any investigation relating to this Code of Conduct

Review

- 7.1 This Code of Conduct was adopted by the Board of Management in October 2014.

It will be reviewed at least every three years. The current version was reviewed and approved in November 2017 and is due for review by November 2020.



Board Members Code of Conduct

Acceptance

I _____ have read and understood the terms of this Code of Conduct and I agree to uphold its requirements in all my activities as a member of the Board of Management of Almond Housing Association Limited. I am aware that I must declare and manage any personal interests. I agree to review all relevant Registers regularly to ensure that all entries relating to me are accurate. I understand that, if I am found to have breached this Code of Conduct, action will be taken by the Board which could result in my removal.

Signed _____

Date _____

Name (print) _____

Declaring and Managing Personal Interests

1. Introduction

- 1.1 Being a member of AHA Ltd.'s Board of Management is only one part of your life. Other aspects of your life - such as family, friends and neighbours, voluntary work, causes you support, possibly business or financial interests, possibly your own housing arrangements - may potentially cross over into your role as a Board Member.
- 1.2 However, as we are an organisation that works for the community (and uses public funds), it is essential that there is no conflict - and that there can be no reasonable perception of conflict - between your duties as a Board Member and your personal (or personal business or financial) interests.
- 1.3 Any potential conflict between your position as a Board Member and your other interests must be openly declared and effectively managed so as to protect the good reputation of Almond Housing Association Limited and the RSL sector.
- 1.4 Where you have a personal business or financial interest in any matter that is relevant to our activities or is being considered (or is likely to be considered), or you know that someone to whom you are closely connected has such an interest, you must declare it promptly and record it in the Register of Interests.
- 1.5 This Appendix gives further guidance on how to declare and manage any personal (including personal business or financial) interests.

2. Examples of interests that must be declared

- 2.1 The following are examples of the kind of interest that you must declare. This list is not exhaustive, and there may be other interests that you should also declare.
 - Tenancy of a property (by you or someone to whom you are closely connected) of which AHA Ltd. is the landlord.
 - Occupancy or ownership of a property (by you or someone closely connected to you) which is factored or receives property related services from us.
 - Receipt of care or support services from us.
 - Membership of a community or voluntary organisation active in our area(s).
 - Voluntary work with another RSL or with an organisation that does, or is likely to do, business with us.
 - Membership of the governing body of another RSL.
 - Being an elected member of any local authority where we are active.
 - If you purchase goods or services from us.
 - If you purchase goods or services from one of our contractors or suppliers.
 - Significant shareholding in a company that AHA Ltd. does business with.
 - Membership of a political, campaigning or other body whose interests and/or activities may affect our work or activities.

- Ownership of land or property in our areas of operation, excluding for the purpose of your own residential use (i.e. there is no requirement for you to declare any house in which you currently live).
- Unresolved dispute relating to the provision of services in connection with a tenancy or occupancy agreement or a contractual dispute over the provision of goods or services with us.

2.2 If you are not sure whether a certain matter needs to be declared, you must seek guidance from the Chairperson or Chief Executive. If any doubt remains, our advice would always be to declare the matter.

2.3 You should note that in some circumstances, declaration of an interest may not be sufficient, and that it may be necessary for us to take additional measures to deal satisfactorily with the situation so as to protect the probity and reputations of both yourself and AHA Ltd.

3. Definition of 'close connection'

3.1 Someone 'closely connected' to you includes family members, and persons who might reasonably be regarded as similar to family members, even where there is no relationship by birth or in law.

3.2 The groups of people that need to be considered, and the response required in each case, are detailed in the table below.

Group	Required response
<p>1. Members of your household</p> <p>This includes:</p> <ul style="list-style-type: none"> ▪ anyone who normally lives as part of your household (whether related to you or not), ▪ those who are part of your household but who work or study away from home. 	<p>AHA Ltd. expects you to be aware of and declare any relevant actions of all people in your household. You must take steps to identify, declare and manage these.</p>
<p>2. Partner, relatives and friends</p> <p>This includes:</p> <ul style="list-style-type: none"> ▪ your partner (if not part of the household) ▪ your relatives and their partners ▪ your partner's close relatives (i.e. parent, child, brother or sister) ▪ your close friends ▪ anyone you are dependent upon or who is dependent upon you ▪ acquaintances (such as neighbours, someone you know socially or business contacts/associates). 	<p>Where you have a close connection and are in regular contact with anyone within this group, AHA Ltd. expects you to be aware of and declare any relevant actions. Under these circumstances, you must take steps to identify, declare and manage these actions.</p> <p>Where you do not have a close connection and regular contact with someone in this group, AHA Ltd. does not expect you to be aware of or to go to unreasonable lengths to identify any relevant actions. However, if you happen to become aware of relevant actions by such individuals, then these should be declared and managed as soon as possible.</p>

3.3 The following are the relevant actions or involvement by those to whom you are closely connected that you should consider, declare and manage to comply with our expectations under this Code and in particular the table above:

- A significant interest in a company or supplier that we do business with. [A significant interest means ownership (whole or part) or a substantial shareholding in a business that distributes profits, but does not include where an individual has shares in large companies such as banks, utility companies or national corporations, i.e. where owning shares would not give the individual any significant influence over the activities of that organisation.]
- Where the individual may benefit financially from a company with which we do business.
- Involvement in the management of any company or supplier with which we do business.
- Involvement in tendering for or the management of any contract for the provision of goods or services to us.
- Application for employment with us.
- Application to join our Board or any of its subsidiaries.
- Application to be a tenant or service user of the organisation.

4. Declaring personal interests

- 4.1 On appointment, you are required to complete a 'Declaration of Interests' form providing relevant details of personal interests that could potentially conflict with your role as a Board member. On an annual basis thereafter, normally following each AGM, you will be asked to review and where required update this information, and you will be provided with current lists of the companies and organisations we do business with, to enable you to update your entry in our Register of Interests.
- 4.2 You must keep your entry in the Register of Interests up to date, add any new interests as soon as they arise, and amend existing interests as soon as any change takes effect.
- 4.3 A situation may arise where you are invited to be present at a meeting where a matter in which you have a personal (or a personal business or financial) interest is discussed. In such cases you must inform the Chairperson at the start of the meeting, or as soon as you become aware that this is the case. You may then be required to leave the meeting for the duration of the particular item. If in any doubt, you should ask the meeting Chairperson or another senior person present for guidance. This applies to all meetings that you attend as a member of our Board – both internal and external.
- 4.5 Any failure to make a complete, accurate and prompt declaration - whether deliberately or through taking insufficient care - will be regarded as a breach of this Code.

Protocol for Dealing with a Breach of the Code of Conduct

1. Introduction

- 1.1 This procedure sets out the arrangements that will normally apply to potential breaches of this Code of Conduct, which are defined as follows:
- (a) Breaches of the Code that occur during a meeting and involve a member being obstructive, offensive, or disregarding the authority of the Chairperson.
 - (b) Other complaints about the conduct of a Board Member.
 - (c) Information that suggests that there may have been a breach of the Code by a Board Member.
- 1.2 The Chairperson has delegated authority to deal with potential breaches of the Code, subject to Clause 2.1 below. The Chairperson has delegated authority, in consultation with other Office-bearers, to instruct, progress and conclude investigations carried out in accordance with this protocol.
- 1.3 A breach of the Code is a Notifiable Event. The Chairperson is responsible for ensuring that the necessary notification is made to the Scottish Housing Regulator as soon as any breach comes to light, and that the SHR's requirements (as set out in the relevant guidance⁷) in terms of reporting the outcome of the investigation are met.

2. Conduct at meetings

- 2.1 Alleged breaches that occur during the course of a meeting (and which have not happened before) will normally be dealt with by the Chairperson or Sub-committee Convenor, either during the meeting and/or within 24 hours of the meeting. In these circumstances, the Chairperson may ask the member to leave the meeting or a vote may be taken to exclude the member from the rest of the meeting. After the meeting, the Chairperson or Sub-committee Convenor will discuss the behaviour with the member and may require the member to apologise or take such other action as may be appropriate. Where the Chairperson regards such behaviour as being very serious, it may also be investigated subsequently in accordance with the terms of this protocol, as will repeated incidents of a similar nature.

3. Other Complaints

- 3.1 It is recognised that potential breaches of the Code of Conduct may occur beyond AHA Ltd.'s premises (e.g. while a Board Member is at an external meeting, attending a training event or conference or otherwise representing us, or while engaging in social networking).

⁷ Scottish Housing Regulator, February 2016, [Notifiable Events Guidance](#).

Potential breaches may also involve inappropriate conduct in relation to colleagues, staff or service users. Potential breaches may also involve failure to follow the requirements of an approved policy.

- 3.2 A potential breach of the Code, including repeated instances of poor conduct at meetings, will normally be the subject of an investigation which will be managed by the Chairperson.
- 3.3 Not all potential breaches will be the subject of complaints or allegations. Where they are, they do not have to be made in writing but the Chairperson and Secretary/Chief Executive should ensure that there is always a written statement of the complaint or allegation that is used as the basis for the investigation.
- 3.4 In the event that an allegation is made anonymously, it will be investigated as thoroughly as possible, although it is recognised that it may not be possible to conclude any such investigation satisfactorily.

4. Investigation of a potential breach

- 4.1 Allegations of a breach should normally be made to the Chairperson or, where the complaint relates to the Chairperson, to another Office-bearer. The Chairperson or Office-bearer, in consultation with the other Office-bearers, will decide whether to instruct an independent investigation or whether to carry out an internal investigation. No one who has any involvement in the complaint or the circumstances surrounding it will play any part in the investigation.
- 4.2 A potential breach of the Code of Conduct (other than that which is being dealt with as described at 2.1) will be notified to the Board by the Chief Executive within seven working days either of occurring or of receipt of the complaint. The notice will include a report on the proposed arrangements for investigation (but will not describe the detail of the complaint) and a recommendation of a suitable person to carry out the investigation. This recommendation should be made by the Chairperson who may seek advice from our solicitors.
- 4.3 All investigations will be objective and impartial. A potential breach of the Code of Conduct will normally be investigated by an independent person, unless it is decided that an internal investigation is appropriate (as set out at 4.1).

Where the potential breach relates to the Chairperson or another Office bearer, an independent investigation will always be carried out.

- 4.4 An internal investigation will be carried out by three Board Members, not including the Chairperson, who will make a report and recommendations to the Board. They will be supported in the conduct of the investigation by the Chief Executive.

- 4.5 An independent investigation will normally be overseen by the Chairperson and one other Office-bearer, with support from the Chief Executive. In the event that the alleged breach relates to the Chairperson, one of the other Office-bearers will act to fulfil the Chairperson's responsibilities.
- 4.6 The Chairperson and other Office-bearer, with any support they feel necessary, will brief the agreed advisor/investigator and then consider their recommendations at the end of the investigation, before reporting to the Board. We will always provide the investigator with a written brief that sets out the nature of the complaint and of the investigation to be carried out, as well as a timescale for completion and reporting. The brief may refer to any action previously taken that is relevant.
- Investigations should not usually take more than six weeks to conclude. The advisor/investigator will normally present their report to the Board.
- 4.7 Any investigation of a potential breach should be notified to the individual concerned within seven days of the decision to investigate. The Board Member must be notified in writing of the nature of the complaint and the arrangements proposed for investigation.
- 4.8 The Board Member whose conduct is being investigated will not be party to any of the discussions relating to the investigation. Any Board Member who is the subject of a complaint is expected to co-operate with any investigation carried out. The Board will agree to grant leave of absence to a member who is the subject of a complaint while an investigation is carried out.
- 4.9 A meeting of the Board will be held to consider the report and recommendations from the investigation and to determine what action should be taken against any individual who is found to have been in breach of the Code.
- 4.10 The Board will report the findings of the investigation and the proposed action to the member concerned within seven days of the meeting at which the report of the investigation was considered.
- 4.11 Where, following an investigation, it is concluded that a serious breach has occurred, the Board may require the member to stand down from their position in accordance with the Rules.
- 4.12 If the Board proposes to remove a member, following investigation, the member will have the right to address the full Board before their decision is taken at a special meeting called for that purpose. Any such decision must be approved by a majority of the remaining members of the Board, in accordance with the Association's Rules - Rule 44.5.

5. Action to Deal with a Breach

- 5.1 If, following investigation, a breach of the Code is confirmed, the appropriate level of action will be taken. This action will reflect the seriousness of the circumstances. It may take the form of some or all of the following:
- an informal discussion with the member concerned
 - advice and assistance on how his or her conduct can be improved
 - the offer of training or other form of support
 - a formal censure
 - a vote to remove the member from the Board.
- 5.2 The outcome of any investigation will be notified to the Scottish Housing Regulator.

6. 'Serious Breach' - Definitions

- 6.1 AHA Ltd. will regard the following actions as a "serious breach" of the Code of Conduct (this list is not exhaustive):
- Failure to act in our best interests and/or acting in a way that undermines or conflicts with the purposes for which we operate.
 - Support for, or participation in, any initiative, activity or campaign which directly or indirectly undermines or prejudices our interests or those of our service users, or our contractual obligations.
 - Accepting a bribe or inducement from a third party designed to influence the decisions we make.
 - Consistent or serious failure to observe the terms of the Code of Governance.

7. Approval and Review

- 7.1 This protocol was first approved by the Board of Management of Almond Housing Association Limited in October 2014.

It was reviewed in September 2017 and will be reviewed immediately following its implementation to deal with a potential breach, or at the same time as the full Code is reviewed, whichever is the earlier.