

## **Code of conduct for members of the Administrative Board**

The Board and its members will serve the pupils and parents community interests as set out in the Statute and will ensure that its work is open, accessible and properly run.

This Code of Conduct sets out basic principles and commitments to which Board members adhere, with a view of promoting

- a smooth functioning of the Board in effectively and efficiently fulfilling its role as defined in the Statute and in serving the APEEE's objectives;
- the Board's trustworthiness in relation to parents, class representatives, the Association's employees, fellow Board members and stakeholders, such as the Office of the Secretary General, the school management, teachers, Interparents, etc.
- the attractiveness of work in the Board for its current members as well as for parents interested in taking this role.

### **1. Transparency**

We honestly explain the reasons for our positions and decisions, proactively sharing with other Board members all information at our disposal in relation to items discussed by the Board or in other bodies of the APEEE, or in any other context where we participate as Board's representatives. The only exceptions to this is if information deemed confidential (see section 3).

### **2. Integrity**

Board members shall make decisions in the best interests of the pupils and the parent community. We not do so in order to gain benefits for ourselves or our families. We proactively declare any situation that might be considered a potential conflict of interests.

### **3. Confidentiality undertaking and Data Protection**

We will observe confidentiality both inside and outside of school when matters concern individual staff, pupils or families and in the limited areas where information is deemed confidential. We will maintain confidentiality even after we leave office.

The definition of what is confidential is stated in the APEEEs confidentiality and data protection policy. All APEEE Board members are required to sign this agreement.

### **4. Collegiality and Loyalty**

We celebrate and respect the different perspectives, experiences and opinions of different Board members as well as in the wider parent community. We collaborate and discuss with the objective of reaching decisions in a collegiate, effective and efficient way. Board members will support each other within the remit of each member's experiences and work capacity. Where Board decisions are taken by majority, the Board will explain the reasons underlying the decision. Based on the principle of democracy, the Board members who are in the minority will adhere to the Board decision and inform and present the content and reasons why such decisions were taken to outside audiences in a fair and objective way. Board members with minority views can continue stating and explaining their particular view also in public, but should still be loyal to the majority and represent the APEEE as a whole. Board members will not seek to undermine or damage the reputation of the APEEE. They will not engage in campaigns on APEEE issues unless these are part of the APEEEs agreed activities.

### **5. Representativeness**

The Board represents the parent community as a whole. We will as Board members represent our respective language sections but at the same time the overall interests of the APEEE. We will

collaborate so that the interest of all language sections, age groups, or other groups in the parent or student community will be fairly represented in the work of the Board. We will engage with the parent community, listen to the opinions of parents and class representatives and ensure that they are communicated to the Board. We will regularly inform the parents community about the work of the APEEE and of the Board.

#### **6. *Behaviour***

In our internal Board discussions as well as those with our stakeholders, we will be guided by the standards of respectful communication, including courtesy, truthfulness, fairness, good faith and respect for different opinions and communication styles. Board members are expected to behave in their APEE roles to the same high standards expected in a professional environment

#### **7. *Communication***

Our communication will be as clear as possible, we will refrain from speculations and making allusions that could give rise to misunderstandings. These principles apply to all types of communication, be it oral, written, in electronic or other forms. In case of conflicts or complaints about or from a member of the Board, we will bring them immediately to the attention of the President and the Vice-President of Administrative Affairs. In case of conflict or complaints with any of the latter, the issue will be brought to the attention of the Board. We will not discuss such conflicts in public and will contribute to finding solutions within the Board.

#### **8. *Recordkeeping***

All APEEE records must be true, accurate and complete, and we must not improperly influence, manipulate or mislead our records. All board minutes are published on APEEE website and are accessible to parents. We work with a common SharePoint under Board specific email accounts. After a Board member has finished his or her mandate, the email account will be suspended.

#### **9. *Good management of APEEE Service***

We will manage the APEEE's Services responsibly and on a financially sustainable basis. We aim to provide high standards in the Services we provide and in all cases will prioritise safety and security. We will act as a responsible employer and administrate the services with diligence and care.

#### **10. *Consequences of failing to comply with the code***

As Board members, we commit to respect the rules and principles set out in this code. We will discuss in the Board cases where one or several Board members believe that these rules and principles have not been observed. The Board may with a majority of three quarters of the members voting, express a written warning to a Board member not complying with these rules. In repeated cases, the Board may, with a majority of three quarters of the members voting to inform the class representatives of the Board member's section. In extreme cases, the Board may ask the AGM to dismiss the Board member in question, in accordance with art. 13.3 of the Statutes.

#### **11. *Commitment and accountability***

With respect to the above points, we commit to undertake our mandate to the best of our capacities and our knowledge in the sole interest of the school community. Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for defending the good reputation of APEEE.

\*\*\*