



## Ethics & Standards Guidelines for Co-ordinators

Like anyone in a position of trust within the community Co-ordinators should act with the highest Ethical Standards and Integrity. This includes:

- Being honest, trustworthy, open, reliable and respectful.
- Promoting and demonstrating high moral and ethical standards.
- Behaving in a professional manner.
- Keeping promises and commitments wherever reasonably possible. Doing their best not to make promises they are unable to keep and providing a prompt explanation in the event of any failure to honour them.
- Not taking unfair advantage of anybody.
- Neither offering nor accepting gifts, hospitality or services that could imply an improper obligation.
- Being open and transparent about any expenses, fees and costs relating to Neighbourhood Watch or Rural Watch matters.
- Operating in a financially responsible and prudent manner.
- Ensuring that adequate and correct records are kept.
- Respecting other people's privacy and treating all confidential information as such, including compliance with Data Protection legislation.
- Avoiding personal and professional misconduct that might bring the reputation of Neighbourhood Watch or Rural Watch into disrepute.
- Recognising in particular that criminal convictions that reflect on suitability for the role of Coordinator may be regarded as misconduct.
- Avoiding the use of the position of Neighbourhood Watch or Rural Watch Co-ordinator to make personal or political gain or for any motive other than those listed in the aims and objectives of the Watch movement.