



1. ORGANISATIONAL PURPOSE



2. LEADERSHIP



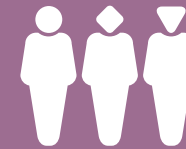
3. INTEGRITY



4. DECISION-MAKING,
RISK & CONTROL



5. BOARD
EFFECTIVENESS



6. DIVERSITY



7. OPENNESS &
ACCOUNTABILITY

COPE'S MISSION



COPE's mission is to educate and support editors, publishers, universities and research institutes, and individuals and organisations involved in publication ethics, with the goal of creating and maintaining a publication culture in which ethical practices are the norm. Our approach is firmly in the direction of influencing through education, resources and support of our members alongside the fostering of professional debate in the wider community.



1. ORGANISATIONAL PURPOSE

The Trustee Board and Council Members:

- a. Have a shared understanding of and commitment to **COPE's core mission and purpose**.
- b. Are responsible for ensuring that **COPE** meets the needs of all its members from all disciplines.
- c. Manage **COPE's** activities and resources to ensure their effectiveness in advancing **COPE's** charitable mission.

2. LEADERSHIP

The Trustee Board:

- a. Provides oversight and direction to **COPE** and accepts the responsibility for ensuring the Council and staff have the resources to achieve the aims of the charity.
- b. Takes collective responsibility for its decisions.
- c. Leads by example, acting honestly, truthfully and with integrity in their transactions and dealings.
- d. Assures that **COPE** follows relevant laws for UK Charities and Corporations.

3. INTEGRITY

The Trustee Board and Council Members:

- a. Act in the best interests of **COPE** and its members and beneficiaries, acting ethically, professionally, and in line with its own aims and values.
- b. Disclose any **real or perceived conflicts of interest** in any discussion or project and conform to **COPE's** policies and procedures for handling such conflicts.

4. DECISION MAKING, RISK & CONTROL

The Trustee Board:

- a. Is responsible for the decisions and actions of **COPE** – Trustees delegate authority but not ultimate responsibility.
- b. Delegates specific activities to Council, subcommittees, contractors, staff, and other consultants with specific terms of reference, proposal guidelines, policies and procedures, and other relevant guidelines.
- c. Establishes **COPE's** overall strategic priorities and financial objectives.
- d. Continually evaluates organisational risks and opportunities, and monitors the sustainability of **COPE** to assure it provides public benefit.
- e. Has oversight of all **COPE's** activities and services.

5. BOARD EFFECTIVENESS

The Trustee Board and Council Members:

- a. Work as a team through regularly scheduled meetings, both electronic and in person.
- b. Are expected to attend and prepare for each meeting, participate in constructive and collegial dialogue, and volunteer their skills as appropriate to advance the work of **COPE**, usually via active participation in subcommittees.
- c. Ensure there is a formal, rigorous and transparent procedure to elect and appoint new Officers, Trustees and Council Members.
- d. Receive an orientation to **COPE** and their responsibilities in their roles.

6. DIVERSITY

The Trustee Board and Council Members:

- a. Adhere to principles of equality and diversity by recruiting members with diverse backgrounds and empowering their active participation in **COPE**.
- b. Make reasonable attempts to remove, reduce, or prevent obstacles to those seeking to participate in the activities or governance of **COPE**.
- c. Are expected to respect the many different viewpoints, perspectives and opinions of a broad and diverse **COPE** membership.
- d. Agree to educate themselves about diversity, equity, inclusion, and accessibility issues.

7. OPENNESS & ACCOUNTABILITY

- a. The Trustee Board and Council communicate and consult effectively with members and key stakeholders.
- b. **COPE** takes seriously its commitment to openness and transparency by providing regular reports about its governance, ethical guidance, strategic and financial performance, and all other resources to its members and the public that demonstrate public benefit.
- c. **COPE** is open about its work, where possible, excluding those circumstances where it is necessary to safeguard the privacy rights of individuals in specific ethics cases.

Please check to confirm that you have viewed and understood the unconscious bias training video made available in your introductory handbook

Please confirm that you have read and understood the Code of Ethics for Trustee Board and Council Members by signing and dating opposite. Please return the form, or send any queries you may have about this Code of Ethics, to the Executive Officer, Natalie Ridgeway at: cope_execofficer@publicationethics.org

Name _____

Date _____