Còd Giùlain airson Buill Bhòrd na Gàidhlig

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ROINN 1: RO-RÀDH A' CHÒD GIÙLAIN

1.1 Chaidh an Còd seo a sgaoileadh le Ministearan na h-Alba, le cead Riaghaltas na h-Alba, mar a tha riatanach le Achd Inbhean Eiticeil sa Bheatha Phoblach msaa. Achd (Alba) 2000 (an "Achd").

1.2 'S e adhbhar a' Chòd an giùlan ris a bheilear an dùil bhon fheadhainn a bhios ag obair air bùird bhuidhnean poblach ann an Alba a stèidheachadh.

1.3 Chaidh an Còd a leasachadh ri linn naoi prìomh prionnsabalan beatha phoblaich ann an Alba. Tha na prionnsabalan air an liostadh ann an Roinn 2 agus tha iad a' mìneachadh mar a thèid ullachaidhean a' Chòd a thuigsinn agus a chur gu feum ann an cleachdadh.

Na Dleastanasan Agam

1.4 Tha mi a' tuigsinn gu bheil dùilean mòra aig na poblach air an fheadhainn a bhios ag obair air bùird nam buidhnean poblach agus an dòigh anns am bu chòir an giùlan fhèin nuair a ghabhas iad na dleastanasan aca os làimh. Bidh mi an-còmhnaidh a' strì gus coinneachadh ris na dùilean sin le bhith dèanamh cinnteach gu bheil mi gam giùlan fhèin a rèir a' Chòd.

1.5 Cumaidh mi ri solaraichean susbainteach a' Chòd seo, a' gabhail a-steach earrannan 3 gu 6, anns a h-uile suidheachadh agus fad na h-ùine a bhios mi ag obair mar bhall bùird den bhuidheann phoblach agam, air iomradh a thoirt orm fhèin mar bhall den bhòrd no far am faodadh mi a bhith air a mheas mar bhall den bhòrd.

1.6 Cumaidh mi ri solaraichean susbainteach a' Chòd seo, a' gabhail a-steach earrannan 3 gu 6, anns a h-uile làimhseachadh leis a' phoball, luchd-obrach agus buill eile a' bhùird, mas e gu bheil seo foirmeil no neo-fhoirmeil.

1.7 Tha mi a′ tuigsinn gu bheil e na dleastanas pearsanta agam a bhith eòlach air solaraichean a′ Chòd seo agus gum feum mi cuideachd cumail ris an lagh agus riaghailtean, òrdughan seasamh agus riaghlachaidhean a′ bhuidhinn phoblaich agam. Nì mi cinnteach cuideachd gu bheil mi eòlach air stiùireadh no notaichean comhairle sam bith air a sgaoileadh le Choimisean nan Inbhean airson Alba ("Coimisean nan Inbhean") agus a′ bhuidheannphoblach agam, agus feuchaidh mi ri pàirt a ghabhail ann an trèanadh sam bith a thèid a thoirt seachad mun Chòd.

1.8 Cha bhi mi, aig àm sam bith, a' tagairt no a' brosnachadh gnìomh sam bith a tha an aghaidh a' Chòd seo.

1.9 Tha mi a' tuigsinn nach urrainn fiosrachadh sgrìobhte sam bith, ge bith an ann sa Chòd fhèin no anns na Notaichean Stiùiridh no Comhairle a chuir Coimisean nan Inbhean a-mach, solarachadh airson a h-uile suidheachadh. Ma tha mi mì-chinnteach air mar a bhios a' Chòd a' cur an gnìomh, siridh mi comhairle bho Oifigear Inbhean a' bhuidhinn phoblaich agam, no bho Cathraiche no Ceannard a' bhuidhinn phoblaich agam. Tha mi a' toirt fa-near gum faod mi comhairle laghail an taobh a-muigh a shireadh cuideachd air mar a dh'fhaodadh solaraichean a' Chòd a bhith air am mìneachadh.

Co-èigneachadh

1.10 Tha Pàirt 2 an Achd a' stèidheachadh solaraichean airson dèiligeadh le casaid mu bhriseadh a' Chòd, a' gabhail a-steach smachd-bhannan a dh'fhaodadh a bhith ann ma lorgas Coimisean nan Inbhean gun robh briseadh a' Chòd ann. Tha barrachd fiosrachaidh air mar a thèid dèiligeadh le gearanan agus na smachd-bhannan a tha rim faighinn aig **Leas-phàipear A**.

ROINN 2: PRÌOMH PRIONNSABALAN A' CHÒD GIÙLAIN

2.1 Chaidh an Còd a stèidheachadh air na naoi prìomh prionnsabalan beatha a leanas. Bidh mi gam giùlain fhèin a rèir na prionnsabalan seo agus a' tuigsinn gum bu chòir dhaibh a bhith air an cleachdadh airson stiùireadh agus gus na solaraichean anns a' Chòd a mhìneachadh.

2.2 Tha mi a' toirt fa-near nach eil briseadh air aon no barrachd de na prìomh phrionnsabalan ann fhèin a' ciallachadh briseadh a' Chòd. Tha mi a' toirt fa-near, airson briseadh a' Chòd a lorg, gum feum cuideachd briseadh a bhith ann air aon no barrachd de na solaraichean ann an roinnean 3 gu 6 a' Chòd.

Is iad na prìomh prionnsabalan:

Dleastanas:
Tha e mar dhleastanas orm an lagh a chumail suas agus obrachadh a rèir an lagha agus an earbsa a tha am poball air a chur annam. Tha e mar dhleastanas orm obrachadh airson math na buidhne poblaich air a bheil mi nam bhall agus a rèir prìomh foincseanan agus dleastanasan a' bhuidhinn sin.

Neo-fhèinealachd
Tha e mar dhleastanas orm co-dhùnaidhean a dhèanamh a thaobh ùidh a' phobaill a-mhàin. Chan fhaod mi obrachadh gus buannachd ionmhasail no buannachd shusbainteach eile fhaighinn dhomh fhèin, mo theaghlach no mo charaidean.

Treibhdhireas
Chan fhaod mi mo chur fhèin fo dhleastanas ionmhasail, no uallach sam bith eile, do neach no buidheann sam bith a shaoilear gu reusanta a bheireadh buaidh orm ann an coileanadh mo dhleastanasan.

Neo-chlaonachd
Feumaidh mi co-dhùnaidhean a dhèanamh a rèir airidheachd a-mhàin agus ann an dòigh seasmhach ri foincseanan na buidhne poblaich agam nuair a bhios mi a' dèanamh gnothachas poblach a' gabhail a-steach fastadh, buileachadh chùmhnantan no moladh dhaoine fa leth airson duaisean agus sochairean.

Cunntachalachd agus Stiùbhardachd
Tha mi cunntachail don phoball airson mo cho-dhùnaidhean agus mo ghnìomhan. Tha e mar dhleastanas orm beachdachadh air cùisean a rèir an airidheachd, a' toirt aire dha beachdan chàich agus feumaidh mi dèanamh cinnteach gu bheil a' bhuidheann phoblach a' cleachdadh a ghoireasan gu ciallach agus a rèir an lagha.

Fosgailteachd
Tha e mar dhleastanas orm a bhith cho fosgailte 's a ghabhas mu na co-

dhùnaidhean agus na gnìomhan agam, a’ toirt adhbharan airson mo cho-dhùnaidhean agus a’ cuingealachadh fiosrachadh dìreach nuair a tha ùidh phoblach san fharsaingeachd ga dhèanamh riatanach.

Onair
Tha e mar dhleastanas orm obrachadh gu h-onarach. Feumaidh mi com-pàirtean prìobhaideach sam bith co-cheangailte ri mo dhleastanasan poblach ainmeachadh agus ceumannan a ghabhail gus strì sam bith a thig am bàrr a rèiteachadh ann an dòigh a dhìonas math a’ phobaill.

Ceannais
Tha e mar dhleastanas orm na prionnsabalan seo adhartachadh agus taic a thoirt dhaibh le ceannas agus eisimpleir agus gus earbsa agus misneachd a’ phobaill a chumail suas agus a neartachadh ann an ionracas na buidhne poblaich agam agus a buill ann a bhith a’ dèanamh gnothachas poblach.

Spèis
Feumaidh mi spèis a thoirt don a h-uile bhall eile den bhòrd agus luchd-obrach na buidhne air fad agus an dreuchd aca, a’ dèiligeadh riutha le modh an-còmhnaidh. San aon dòigh, feumaidh mi spèis a thoirt do bhuill den phoball nuair a bhios mi a’ coileanadh dleastanasan mar bhall a’ bhùird.

ROINN 3: GIÙLAIN CHOITCHEANN

Spèis agus Furmailt

3.1 Bidh mi a' dèiligeadh ris a h-uile duine le furmailt agus spèis. Tha seo a' gabhail a-steach aghaidh-ri-aghaidh, ann an sgrìobhadh, aig coinneamhan, nuair a tha mi air loidhne agus nuair a tha mi a' cleachdadh nam meadhanan sòisealta.

3.2 Cha dèan mi leth-bhreith gu mì-laghail air bunait cinnidh, aois, gnè, taobhadh feise, ath-shònrachadh gnè, ciorram, creideamh no creideas, inbhe pòsaidh no leatromachd/màthaireachd; cuiridh mi air adhart co-ionannachd chothroman agus feuchaidh mi ri deagh dhàimhean a bhrosnachadh eadar diofar dhaoine.

3.3 Cha ghabh mi pàirt ann an giùlain sam bith a dh'fhaodar a mheas mar bhurraidheachd no sàrachadh
(a' ghabhail a-steach sàrachadh cleamhnasach). Tha mi a' gabhail ris gu bheil an seòrsa giùlain sin gu tur
neo-iomchaidh agus gum bi e air a mheas mar bhriseadh a' Chòd seo.

3.4 Tha mi a' gabhail ris gum faod eas-urram, burraidheachd agus sàrachadh a bhith:

a) na thachartas aon turais,
b) na phàirt de chùrsa giùlain mean air mhean; no
c) na mhodh giùlain.

3.5 Tha mi a' tuigsinn gum faod ciamar, agus dè an co-theacsa, a tha mi a' taisbeanadh ghiùlain àraid
a bhith cho cudromach ris na bhios mi a' conaltradh, leis gum faod eas-urram, burraidheachd agus
sàrachadh a bhith nan giùlan corporra, labhairteach agus neo-labhairteach.

3.6 Tha mi a' gabhail ris gu bheil e mar dhleastanas orm tuigsinn dè th' ann am burraidheachd agus sàrachadh agus cleachdaidh mi goireasan, a' gabhail a-steach stiùireadh agus notaichean comhairle Coimisean nan Inbhean, poileasaidhean na buidhne agam agus stuthan trèanaidh (far a bheil iomchaidh) gus dèanamh cinnteach gu bheil an t-eòlas agus an tuigse agam nua-aimsireil.

3.7 Ach a-mhàin far a bheil e sgrìobhte a-steach don dreuchd agam mar bhall den Bhòrd, agus / no air cuireadh a' Cheannaird, cha bhi mi an sàs ann an stiùireadh obrachaidh mo bhuidheann phoblach. Tha mi ag aithneachadh agus a' tuigsinn gu bheil stiùireadh obrachaidh an dleastanas aig a' Cheannard agus an Sgioba Gnìomh.

3.8 Cha bhith mi a' cur bacadh air neach-obrach fa-leth no buidheann de luchd-obrach, no a' togail draghan mun coileanadh, an giùlan no an comas gu poblach. Togaidh mi draghan sam bith a th' agam air cùisean mar seo gu prìobhaideach còmhla ri àrd stiùirichean mar a tha iomchaidh.

3.9 Cha ghabh mi, no cha bhi mi a' feuchainn ri cothrom neo-cheart a ghabhail den t-suidheachadh agam nuair a bhios mi a' dèiligeadh ri luchd-obrach a' bhuidhinn

phoblach agam no a' toirt buaidh neo-iomchaidh air luchd-obrach gus gnìomh sònraichte a ghabhail. Cha bhith mi ag iarraidh no a' stiùireadh luchd-obrach rudeigin a dhèanamh a tha fios agam, no air am bu chòir fios reusanta a bhith agam, a dh'fhaodadh iad a chuir an cunnart no casg a chuir orra bho bhith a' coileanadh an dleastanasan gu ceart agus gu h-iomchaidh.

3.10 Bheir mi spèis agus gèilleadh do cho-dhùnaidhean a' Chathraiche aig coinneamhan:

a) na buidhne poblaich agam, a comataidhean; agus
b) buidhnean bhon taobh a-muigh air an deach mo chur an dreuchd no ainmeachadh leis a' bhuidhinn phoblaich agam no air a bheil mi a' riochdachadh na buidhne poblaich agam.

3.11 Bheir mi spèis don phrionnsapal de cho-dhùnaidhean coitcheann agus dleastanas corporra. Tha seo a' ciallachadh nuair a nì am Bòrd co-dhùnadh, bheir mi taic don cho-dhùnadh sin, fiù 's mura robh mi ag aontachadh leis no ga thaghadh.

Tuarastalan, Cuibhrinn agus Cosgaisean

3,12 Gabhaidh mi ris na riaghailtean, agus na poileasaidhean na buidhne poblaich agam, a thaobh pàigheadh tuarastal, cuibhreannan agus cosgaisean.

Tiodhlacan agus Aoigheachd

3.13 Tha mi a' tuigsinn gur dòcha gun tèid tiodhlacan a thabhann dhomh (a' gabhail a-steach airgead a chaidh a thogail tro mhaoineachadh-sluaigh no taic-airgid), aoigheachd, sochairean susbainteach no seirbheisean ("tiodhlac no aoigheachd") a dh'fhaodadh a bhith air am meas gu reusanta le ball den phoball aig a bheil eòlas air na fìrinnean iomchaidh mar gam shuidheachadh fo dhleastanas neo-iomchaidh no a dh'fhaodadh buaidh a thoirt air mo bhreith.

3.14 Cha bhi mi uair sam bith **ag iarraidh** no **a' sireadh** tiodhlac no aoigheachd sam bith.

3.15 Diùltaidh mi tiodhlac no aoigheachd sam bith, ach far a bheil e:

a) na rud beag no comharra de luach gnèitheach meadhanach air a thabhann air stèidh ainneamh;
b) na tiodhlac air a thabhann dhan bhuidhinn phoblaich agam;
c) aoigheachd a dh'fhaodadh a bhith gu reusanta ceangailte ris na dleastanasan agam mar ball a' bhùird; no
d) aoigheachd air an deach aonta a thoirt ro làimh leis a' bhuidhinn phoblaich agam.

3.16 Beachdaichidh mi air am faodadh beachd reusanta a bhith ann gum faodadh no gun toireadh tiodhlac no
aoigheachd sam bith a gheibh duine no buidheann ceangailte rium buaidh air mo bhreith.

3.17 Cha leig mi le gealltanas airgid no buannachd ionmhais eile mo bhrosnachadh gu bhith

gam ghiùlain fhèin gu neo-iomchaidh nam dhreuchd mar bhall den bhòrd. Tha mi a' gabhail ris nach fheum an airgead no
a' bhuannachd (a' gabhail a-steach tiodhlac no aoigheachd) a bhith air a thoirt dhomh gu dìreach.
Dh'fhaodadh gur e brìbearachd a th' ann a bhith a' tabhann airgead no buannachdan do dhaoine eile, a' gabhail a-steach buidhnean coimhearsnachd,
ma thathar an dùil gum bi e gam bhrosnachadh gnìomh a choileanadh gu neo-iomchaidh.

3.18 Cha ghabh mi gu bràth tiodhlac no aoigheachd sam bith bho neach fa leth no neach-iarrtais a
tha a' feitheimh airson co-dhùnadh bho, no a tha an dòchas ri ghnìomhachas a dhèanamh còmhla ris, a' bhuidheann phoblach agam.

3.19 Ma tha mi den bheachd gum bi diùltadh tairgse de thiodhlac na adhbhar oilbheum, gabhaidh mi ris
agus bheir mi seachad e don bhuidhinn phoblaich agam cho luath 's as urrainn dhomh agus iarraidh mi
gun tèid a chlàradh.

3.20 Innsidh mi gu sgiobalta do Oifigear Inbhean na buidhne poblach agam ma thèid tiodhlac no aoigheachd de luach sònraichte sam bith a thabhann dhomh (ged a dhiùltainn e) agus / no ma thèid tiodhlac
no aoigheachd sam bith a thabhann dhomh bhon aon neach barrachd na aon turas, gus am faod mo bhuidheann poblach
sùil a chumail air seo.

3.21 Bidh mi eòlach air cumhachan an Achd Brìbearachd 2010, a tha a' solarachadh airson eucoirean brìbearachd cuideigin eile agus eucoirean co-cheangailte ri faighinn brìb.

Dìomhaireachd

3.22 Chan innis mi fiosrachadh dìomhair no fiosrachadh a dh'fhaodar a mheas gu reusanta mar dìomhair no prìobhaideach, gun cead dìreach bho dhuine no buidheann a dh'fhaodadh an cead sin a thoirt seachad, no ma thèid iarraidh orm sin a dhèanamh gu laghail. Tha mi a' toirt fa-near mura faod mi an cead dìreach sin fhaighinn, bu chòir dhomh gabhail ris nach deach e a thoirt.

3.23 Tha mi a' gabhail ris gum faod fiosrachadh dìomhair a bhith a' toirt a-steach còmhraidhean, sgrìobhainnean, agus fiosrachadh nach eil fhathast poblach no nach robhar an dùil a bhith poblach, agus fiosrachadh a tha air a mheas dìomhair a rèir reachdas.

3.24 Cha cleachd mi fiosrachadh dìomhair ach airson mo dhleastanasan a choileanadh mar bhall a' bhùird. Cha cleachd mi e ann an dòigh sam bith airson buannachd phearsanta no airson dìmeas a dhèanamh air a' bhuidhinn phoblaich agam (fiù 's gur e mo bheachd pearsanta gum bu chòir am fiosrachadh a bhith ri fhaighinn gu poblach).

3.25 Tha mi a' tuigsinn nach buin na feumalachdan dìomhaireachd ri foillseachaidhean dìonta brathaidh air an toirt do na daoine agus na buidhnean òrdaichte mar a tha ainmichte ann an reachdas.

Cleachdadh Goireasan na Buidhne Poblaich

3.26 Cha cleachd mi goireasan na buidhne poblaich agam, a' gabhail a-steach taic an luchd-obrach, goireasan, pàipearachd agus uidheamachd IT, ach airson dleastanasan a choileanadh às leth na buidhne poblaich, a rèir a phoileasaidhean iomchaidh.

3.27 Cha chleachd mi, no ann an dòigh sam bith cha dèan mi comasach do cuideigin eile a chleachdadh, goireasan na buidhne poblaich agam:

a) gu mì-chiallach (gun a bhith a' smaoineachadh air na buaidhean no na builean);
b) gu mì-laghail;
c) airson gnìomhan poilitigeach no cùisean ceangailte riutha seo; no
d) gu neo-iomchaidh.

Dèiligeadh ris a' Bhuidhinn Poblaich agam agus Làimhseachadh am Fàbhar

3.28 Cha cleachd mi, no chan fheuch mi ris an t-suidheachadh agam no buaidh a bheir mi mar ball a' bhùird a chleachdadh
gus:

a) buannachd a thoirt dhomh fhèin, no do dhaoine eile, gu neo-iomchaidh;
b) ana-cothrom a sheachnadh dhomh fhèin, no ana-cothrom a chruthachadh airson daoine eile no
c) làimhseachadh no inntrigeadh fàbharach a shireadh gu neo-iomchaidh dhomh fhìn no do dhaoine eile.

3.29 Seachnaidh mi gnìomh sam bith a bheir air buill den phoball creidsinn gu

bheilear a’ sireadh làimhseachadh no inntrigeadh fàbharach.

3.30 Bheir mi fios do luchd-obrach air ceangal sam bith, mar a chaidh mìneachadh aig Roinn 5, a dh’fhaodadh a bhith agam ri cùis, nuair a thathar a’ sireadh fiosrachadh no comhairle no a’ freagairt ri iarrtas fhiosrachaidh no comhairle bhuapa.

Fastadh gu Buidhnean an Taobh A-Muigh

3.31 Ma thèid mo chur an dreuchd, no ainmeachadh leis a' bhuidhinn phoblaich agam, mar bhall de bhuidheann eile, cumaidh mi ris na riaghailtean giùlain agus obraichidh mi airson math na buidhne sin fhad 's a tha mi ag obair mar bhall dheth. Cumaidh mi orm cuideachd a' leantainn riaghailtean a' Chòd seo fad 's a tha mi a' coileanadh dleastanasan a' bhuidhinn eile.

3.32 Tha mi a' tuigsinn mas e stiùiriche no urrasair (no coltach) a th' annam airson companaidh no carthannas, bidh e an urra rium a bhith ag aithneachadh, agus a' gabhail comhairle mu dheidhinn, strì eadar com-pàirtean sam bith a dh'fhaodadh èirigh eadar a' chompanaidh no an carthannas agus a' bhuidheann phoblach agam.

ROINN 4: CLÀRADH NAN ÙIDHEAN

4.1 Tha na paragrafan a leanas a' stèidheachadh na tha agam ri clàradh nuair a thèid mo chur ann an dreuchd agus nuair a tha na suidheachaidhean agam ag atharrachadh. Tha an clàr a' gabhail a-steach mo theirm fastaidh an-dràsta.

4.2 Tha mi a' tuigsinn gu bheil na riaghailtean air an cruthachadh le Ministearan na h-Alba a' mìneachadh a' mhion-fhiosrachadh agus an sgèile-ama airson ùidhean a chlàradh; a' gabhail a-steach riatanas gum feum ball a' bhùird na h-ùidhean aca a chlàradh taobh a-staigh aon mhìos bhon tòisich iad a bhith nam ball a' bhùird, agus atharrachaidhean sam bith air na h-ùidhean sin a chlàradh taobh a-staigh aon mhìos bhon a thachair na h-atharraichean sin.

4.3 Tha na h-ùidhean a dh'fheumas mi clàradh air an sgrìobhadh a-mach anns na paragrafan a leanas. Ach mar a tha riatanach ann an paragraf 4.23, tha mi a' tuigsinn nach eil e riatanach na h-ùidhean mo chèile no co-laighe a chlàradh.

Seòrsa a h-Aon: Tuarastalan

4.4 Clàraidh mi obair sam bith far am faigh mi pàigheadh, no far a bheil mi an dùil ri pàigheadh fhaighinn. Tha ùidh clàraichte agam far a bheil mi a' faighinn tuarastal air sgàth 's gu bheil mi:

a) nam fhastaichte;
b) nam fhèin-fhastaichte;
c) nam neach aig a bheil dreuchd;
d) nam stiùiriche iomairt;
e) nam chom-pàirtiche ann an companaidh;
f) air an cur an dreuchd no air an ainmeachadh leis a' bhuidhinn phoblaich agam gu buidheann eile; no
g) an sàs ann an ceàird, dreuchd proifeasanta no dreuchdail no obair sam bith eile.

4.5 Tha mi a' tuigsinn a thaobh 4.4 gu h-àrd, nach fheum ìre de thuarastal a bhith clàraichte. Tha mi a' tuigsinn nach fheumar tuarastal sam bith air am faighinn mar ball bòrd na buidhne poblaich sònraichte seo a bhith clàraichte.

4.6 Tha mi a' tuigsinn mur a h-eilear a' faighinn tuarastal airson dreuchd nach fheumar a chlàradh fon seòrsa seo. Ach, 's dòcha gum feumar stiùirichean gun tuarastal a bhith clàraichte fo Roinn a Dhà, "Dreuchdan Eile".

4.7 Feumaidh mi cuibhreannan sam bith a gheibh mi a chlàradh a thaobh ballrachd ann am buidheann sam bith fo Roinn a h-Aon.

4.8 Nuair a bhios mi a' clàradh obair mar neach-obrach, feumaidh mi ainm slàn an fhastaiche, nàdar a ghnothaich, agus nàdar na dreuchd a th' agam sa bhuidhinn a thoirt seachad.

4.9 Nuair a bhios mi a' clàradh tuarastal bho na roinnean a tha air an ainmeachadh ann am paragraf 4.4 (b) gu (g) gu h-àrd, feumaidh mi an t-ainm slàn sholarachadh agus mion-fhiosrachadh a thoirt seachad mu nàdar a' ghnìomhachais, na buidhne, na h-iomairt, na com-pàirteachais no gnothach eile,

mar a bhios iomchaidh. Tha mi ag aithneachadh gum faodadh obraichean eile a bhith mì-chòrdail ris an dreuchd agam mar bhall de bhòrd na buidhne poblaich agam a thaobh paragraf 6.8 den Chòd seo.

4.10 Far a bheil mi a' gabhail os làimh ceàird, dreuchd proifeasanta no dreuchdail, no obair sam bith eile, is e am mion-fhiosrachadh a tha ri thoirt seachad nàdar na h-obrach agus dè cho tric a thèid a gabhail os làimh.

4.11 Nuair a thathar a' clàradh dreuchd stiùiridh, feumar ainm clàraichte agus àireamh clàraichte na h-iomairt anns a bheil an stiùiriche a thoirt seachad agus fiosrachadh a thoirt seachad mu nàdar a' ghnìomhachais aige.

4.12 Tha mi a' tuigsinn nach fheumar peinnsein a chlàradh oir tha seo a' tuiteam taobh a-muigh rèis an t-seòrsa.

Seòrsa a Dhà: Dreuchdan Eile

4.13 Clàraidh mi stiùirichean neo-phàighte sam bith far a bheil a' bhuidheann sin na fho-bhuidheann no na pàrant-chompanaidh de dh'iomairt anns a bheil mi a' cumail dreuchd stiùiridh le tuarastal.

4.14 Clàraidh mi ainm clàraichte agus àireamh chlàraichte na fo-chompanaidh no companaidh phàrant no iomairt eile agus nàdar a' ghnìomhachais aige, agus an dàimh a th' aige ris a' chompanaidh no iomairt eile anns a bheil mi nam stiùiriche agus bhon gheibh mi tuarastal.

Seòrsa a Trì: Cùmhnantan

4.15 Tha ùidh agam a dh'fhaodadh a bhith air a chlàradh far a bheil mi (no companaidh anns a bheil mi nam com-pàirtiche, no iomairt anns a bheil mi nam stiùiriche no anns a bheil earrannan de luach mar a chaidh mìneachadh ann am paragraf 4.20 gu h-ìosal) air cumhnant a dhèanamh leis a' bhuidhinn phoblaich agam:

a) fon a bhios bathar no seirbheisean ri thoirt seachad, no obraichean gu bhith air an cur an gnìomh; agus
b) air nach deach crìoch a chur fhathast.

4.16 Clàraidh mi mìneachadh a' chùmhnaint, a' gabhail a-steach dè cho fad 's a bhios e a' ruith, ach gun a bhith a' gabhail a-steach luach.

Seòrsa a Ceithir: Cosgaisean Taghaidh

4.17 Ma tha mi air mo thaghadh don bhuidhinn phoblaich agam, clàraichidh mi cunntas, agus aithris air, taic sam bith a thaobh cosgaisean taghaidh co-cheangailte ri taghadh don bhuidhinn phoblaich agam.

Seòrsa a Còig: Taighean, Fearann agus Toglaichean

4.18 Tha ùidh agam a dh'fhaodadh a bhith air a chlàradh far a bheil sealbh agam no còir no com-pàirt sam bith eile agam ann an taighean, fearann agus togalaichean, a dh'fhaodadh a bhith cudromach do, a' buntainn ri, no a' toirt buaidh air obair is gnìomhachd na buidhne poblaich agam.

4.19 Tha mi a’ gabhail ris, nuair a bhios mi a’ dèanamh co-dhùnadh am feum no nach fheum mi ùidh sam bith a th’ agam ann an taighean, fearann no togalaichean a chlàradh, gur e an deuchainn a thèid a chur an sàs am biodh ball den phoball, le eòlas air na fìrinnean iomchaidh, a’ meas gu reusanta an ùidh mar gu bheil cho cudromach is gum faodadh e buaidh a thoirt air mo dhleastanasan don bhuidhinn phoblaich agam agus don phoball, no dh’fhaodadh e buaidh a thoirt air na gnìomhan, na h-òraidean no na co-dhùnaidhean agam.

Seòrsa a Sia: Ùidhean ann an Earrannan agus Tèarainteachdan

4.20 Tha ùidh agam a dh’fhaodadh a bhith air a chlàradh far a bheil:

a) seilbh agam no ùidh agam ann am barrachd air 1% de chalpa earrannan na companaidh no buidheann eile; neo
b) Far a bheil, aig a’ cheann-latha iomchaidh, luach margaidh earrainnean is thèarainteachdan sam bith (ann an aon chompanaidh no buidheann shònraichte) a tha agam no anns a bheil ùidh agam nas motha na £25,000.

Seòrsa a Seachd: Tiodhlacan agus Aoigheachd

4.21 Tha mi a’ tuigsinn feumalachdan paragrafan 3.13 gu 3.21 a thaobh tiodhlacan agus aoigheachd. Air sgàth ’s nach bi mi a’ gabhail ri tiodhlacan no aoigheachd sam bith, ach anns na cuid suidheachaidhean ceadaichte, tha mi a’ tuigsinn nach eil feum ann a-nis an clàradh.

Seòrsa a h-Ochd: Ùidhean Neo-ionmhasail

4.22 Is dòcha gu bheil ùidhean eile agam cuideachd agus tha mi a’ tuigsinn gu bheil e ceart cho cudromach gum bi ùidhean buntainneach leithid ballrachd no dreuchd ann am buidhnean poblach eile, companaidhean, clubaichean, comainn agus buidhnean leithid aonaidhean ciùird agus buidhnean saor-thoileach, air an clàradh agus air am mìneachadh. Anns a’ cho-theacsa seo, tha mi a’ tuigsinn gur e ùidhean neo-ionmhasail an fheadhainn a dh’fhaodadh buill den phoball le eòlas air na fìrinnean buntainneach smaoineachadh gu reusanta a dh’fhaodadh buaidh a thoirt air na gnìomhan, na h-òraidean, na bhòtaichean no na co-dhùnaidhean agam anns a’ bhuidhinn phoblaich agam (tha seo a’ gabhail a-steach a Chomataidhean agus a bhallrachd de bhuidhnean eile dhan deach mo chur an dreuchd no ainmeachadh leis a’ bhuidhinn phoblaich agam).

Seòrsa a Naoi: Buill Teaghlaich Dlùth

4.23 Clàraidh mi ùidhean aig ball teaghlach dlùth sam bith a bhios a’ dol an sàs leis a’ bhuidhinn phoblaich agam no a dh’fhaodadh a bhith an sàs leis no gnothachais a dhèanamh leis.

ROINN 5: FOILLSEACHAIDH ÙIDHEAN

Ìre 1: Ceangal

5.1 Airson gach cùis shònraichte anns a bheil mi an sàs nam bhall a' bhùird, beachdaichidh mi an toiseach ma tha ceangal agam ris a' chùis sin.

5.2 Tha mi a' tuigsinn gur e ceangal a th' ann an dàimh sam bith eadar a' chùis air a bheilear a' beachdachadh agus mise, no duine no buidheann ris a bheil mi co-cheangailte. Faodaidh seo a bhith na dàimh teaghlaich no ceangal sòisealta no proifeasanta.

5.3 Bidh ceangal a' gabhail a-steach dad sam bith a chlàr mi mar ùidh.

5.4 Cha bhi ceangal a' gabhail a-steach a bhith nam bhall de bhuidheann ris an deach mo chur an dreuchd no ainmeachadh leis a' bhuidhinn phoblaich agam mar riochdaire mo bhuidheann poblach, mura h-eil:

a) An chùis air a bheil mo bhuidheann poblach a' beachdachadh na chùis leth-bhreithneachail no riaghlaidh; no
b) Tha còmhstri pearsanta agam air sgàth 's mo ghnìomhan, mo cheanglaichean no na dleastanasan laghail agam.

Ìre 2: Ùidh

5.5 Tha mi a' tuigsinn gur e ùidh a th' anns a' cheangal agam a dh'fheumar fhoillseachadh far an tèid an deuchainn amas a choileanadh – is e sin far a bheil ball den phoball, le eòlas air na fìrinnean iomchaidh, a' faicinn gu reusanta an ceangal agam ri cùis shònraichte mar rud cho cudromach is gum biodh e air a mheas mar rud a dh'fhaodadh buaidh a thoirt air an deasbad no air an co-dhùnadh.

Ìre 3: Com-pàirteachadh

5.6 Bidh mi ag innse m' ùidh cho tràth sa ghabhas aig coinneamhan. Cha bhi mi a' fuireach sa choinneamh no a' gabhail pàirt ann an dòigh sam bith anns na pàirtean sin de choinneamhan far an do chuir mi ùidh an cèill.

5.7 Beachdaichidh mi air ma tha e iomchaidh gus nach eil airson adhbharan so-lèirsinneachd gun innis mi gu poblach far a bheil ceangal agam, nach eil mi den bheachd a tha na h-ùidh.

5.8 Tha mi a' toirt fa-near gun urrainn dhomh tagradh a dhèanamh gu Coimisean nan Inbhean agus iarraidh air saoradh a thoirt seachad gus leigeil leam pàirt a ghabhail anns an deasbad agus co-dhùnaidhean air cùis far am feumainn ùidh fhoillseachadh agus a tharraing air ais (air sgàth 's gu bheil ceangal agam ris a' chùis a thigeadh taobh a-staigh an deuchainn amas). Tha mi a' toirt fa-near gum feumar an leithid den tagradh a bhith air a dhèanamh ro choinneamhan sam bith far a bheilear a' sireadh saoradh agus nach urrainn dhomh pàirt a ghabhail ann an deasbad no co-dhùnadh sam bith air a' chuspair sin mura tèid, agus gus an tèid, an tagradh a bhuileachadh.

5.9 Tha mi a' toirt fa-near gu bheil misneachd a' phobaill ann am buidheann phoblach air a mhilleadh leis a' bheachd gu bheil co-dhùnaidhean a nì a' bhuidheann sin gu mòr fo bhuaidh nithean eile seach ùidh a' phobaill. Cha ghabh mi ri dreuchd

no obair ma tha sin a’ ciallachadh gum feum mi ùidhean fhoillseachadh gu tric aig coinneamhan a thaobh mo dhreuchd mar bhall den bhòrd. Mar sin, nan robh cuir an dreuchd no ainmeachadh do bhuidheann eile na h-adhbhar airson dragh reusanta air sgàth ’s a’ chom-pàirt phearsanta no na ceanglaichean a tha agam mar-thà, cha ghabh mi ris an dreuchd no an ainmeachadh.

ROINN 6: COITEACHADH AGUS INNTRIGEADH

6.1 Tha mi a' tuigsinn gum bi farsaingeachd de dhaoine a' sireadh inntrigeadh dhomh mar ball a' bhùird agus feuchaidh iad ri mo choiteachadh, a' gabhail a-steach luchd fa leth, buidhnean agus companaidhean. Feumaidh mi eadar-dhealachadh a dhèanamh eadar:

a) dreuchd sam bith a th' agam ann an dèiligeadh ri ceistean bhon phoball;
b) rèiteachadh coimhearsnachd sam bith far a bheil mi ag obair le luchd fa leth agus buidhnean gus an com-pàirteachadh aca a bhrosnachadh, agus;
c) coiteachadh, far am bi neach no buidheann sam bith a' tighinn thugam a tha a' feuchainn ri buaidh a thoirt orm airson tarbhachd no buannachd ionmhasail, gu sònraichte an fheadhainn a tha airson gnothaichean a dhèanamh leis a' bhuidheann phoblach agam (mar eisimpleir cùmhnantan/solar).

6.2 Ann a bhith a' dèanamh co-dhùnadh am bu chòir dhomh, agus ma tha, ciamar, freagairt a thoirt don leithid de choiteachadh, bheir mi an-còmhnaidh aire don deuchainn amas, is e sin am biodh ball den phoball, le eòlas air na fìrinnean iomchaidh, den bheachd gu reusanta gum bi mo ghiùlan a' toirt buaidh air comas agam, no comas aig a' bhuidhinn phoblaich agam, cò-dhùnaidhean a dhèanamh.

6.3 Cha dèan mi, a thaobh conaltradh ri neach no buidheann a bhios a' coiteachadh, dad sam bith a thèid an aghaidh a' Chòd seo no riaghailt iomchaidh sam bith eile aig a' bhuidhinn phoblaich agam no solarachadh reachdail sam bith.

6.4 Cha bhi mi, a thaobh conaltradh ri neach no buidheann a bhios a' coiteachadh, gam giùlain fhèin ann an dòigh sam bith a dh'fhaodadh mì-chreideas a thoirt air a' bhuidhinn phoblaich agam.

6.5 Ma tha draghan sam bith agam mun dòigh- no modh-obrach air an cleachdadh le duine no buidheann sam bith anns a' chonaltradh aca rium, siridh mi stiùireadh bhon Cathraiche, Ceannard no Oifigear Inbhean na buidhne poblaich agam.

6.6 Feumaidh am poball a bhith cinnteach nach gabh duine no buidheann sam bith inntrigeadh no làimhseachadh nas fhèarr fhaighinn bhuam air sgàth 's companaidh no neach fa leth a' fastadh gus coiteachadh air stèidh cìs às an leth. Mar sin cha bhi mi a' tabhann no a' toirt cothrom no làimhseachadh fàbharach don fheadhainn a bhios a' coiteachadh air stèidh cìs às leth luchd-dèiligidh an taca ris an fheadhainn a bheir mi do neach no buidheann sam bith eile a bhios a' coiteachadh no a' tighinn thugam. Nì mi cinnteach nach bi an fheadhainn a bhios a' coiteachadh air stèidh chìsean às leth luchd-dèiligidh den bheachd gum faodadh cothrom no làimhseachadh fàbharach, an taca ris an fheadhainn a chaidh a thoirt do neach no buidheann sam bith eile, a bhith ri thighinn.

6.7 Mus gabh mi gnìomh sam bith mar thoradh air a bhith air mo choiteachadh, feuchaidh mi ri mi fhèin a shàsachadh mu dhearbh-aithne an neach no na buidhne a tha a' coiteachadh agus an adhbhar airson coiteachadh. Tha mi a' tuigsinn gum faod mi roghnachadh a dhol an sàs mar fhreagairt do neach no

buidheann a bhios a’ coiteachadh às leth luchd-dèiligidh ach tha e cudromach gu bheil mi a’ tuigsinn a’ bhunait air a bheil iad gam choiteachadh gus dèanamh cinnteach gum bi gnìomh sam bith a thèid a dhèanamh an co-cheangal ris an neach-coiteachaidh a’ cumail ris na h-inbhean a tha air am mìneachadh sa Chòd seo agus ann an Achd Coiteachaidh (Alba) 2016.

6.8 Cha gabh mi ri obair phàighte sam bith:

a) a bhios a’ toirt orm coiteachadh às leth neach no buidheann sam bith no luchd-dèiligidh neach no buidhinn sam bith.

b) gus seirbhisean a sholarachadh mar ro-innleachdaiche, comhairliche no neach-comhairle, mar eisimpleir, a’ toirt comhairle air mar a thèid buaidh a thoirt air a’ bhuidhinn phoblaich agam agus a buill. Chan eil seo a’ cur bacadh orm bho bhith a’ faighinn tuarastal airson gnìomhachd a dh’fhaodadh èirigh air sgàth, no co-cheangailte ri, ballrachd sa bhuidhinn phoblaich agam, leithid naidheachdas no craoladh, no a bhith an sàs ann an obair riochdachaidh no taisbeanaidh, leithid com-pàirteachadh ann an buidhnean-riochdachaidh, co-labhairtean no tachartasan eile.

LEAS-PHÀIPEAR A: BRISIDHEAN A' CHÒD

Ro-ràdh

1. Achd nan Inbhean Eiticeil sa Bheatha Phoblach msaa. (Alba) 2000 ("an Achd") frèam-obrach gus inbhean eiticeil àrd a bhrosnachadh agus, far a bheil e riatanach, a neartachadh ann am beatha poblach.

2. Sholaraich an Achd airson toirt a-steach nan còdan giùlain ùra airson luchd-comhairle an ùghdarras ionadail agus buill nam buidhnean poblach iomchaidh, a' toirt dleastanas air comhairlichean agus buidhnean poblach iomchaidh gus na buill aca a chuideachadh ann an cumail ris a' chòd iomchaidh.

3. An Achd agus na Coimiseanan Pàrlamaideach Albannach agus Coimiseanairean msaa. Stèidhich Achd 2010 Coimisean nan Inbhean airson Alba ("Coimisean nan Inbhean") agus an dreuchd Coimiseanair Inbhean Eiticeil ann am Beatha Phoblach na h-Alba ("ESC").

4. Tha Coimisean nan Inbhean agus ESC fa leth agus neo-eisimeileach, le foincseanan sònraichte aig gach fear. Tha gearanan mu brisidhean air Còd Giùlain buidheann poblaich air an rannsachadh leis an ESC agus air am breithneachadh le Coimisean nan Inbhean.

5. Thàinig a' chiad Mhodail de Chòd Giùlain am feachd ann an 2002. Bhon àm sin tha an Còd air ùrachadh agus ath-sgaoileadh ann an 2014. Chaidh an Còd 2021 a sgaoileadh le Ministearan na h-Alba, às dèidh co-comhairle, agus le cead Riaghaltas na h-Alba, mar a tha riatanach leis an Achd.

Rannsachadh Gearanan

6. Tha dleastanas aig an ESC airson gearanan a rannsachadh mu bhuill de bhuidhnean poblach tiomnaichte. Chan eil e, ge-tà, èigneachail aithris a thoirt don ESC air gearan mu bhriseadh a dh'fhaodadh a bhith air a' Chòd. 'S dòcha gum bi e nas iomchaidh ann an cuid de suidheachaidhean oidhirpean a dhèanamh gus a' chùis fhuasgladh gu neo-fhoirmeil aig ìre ionadail.

7. Air co-dhùnadh an rannsachaidh, cuiridh ESC aithris do Choimisean nan Inbhean.

Èisteachdan

8. Nuair a gheibh iad aithisg bhon ESC, faodaidh Coimisean nan Inbhean roghnachadh:

    - Gun dad a dhèanamh;
    - An ESC a stiùireadh gus rannsachadh a bharrachd a dhèanamh; no
    - Èisteachd a chumail.

9. Bidh èisteachdan air an cumail (mar is trice gu poblach) airson dearbhachadh ma bhris no nach do bhris am ball sa chùis Còd Giùlain na buidhne poblaich aca. Tha am Panail Èisteachd air a dhèanamh suas le trì buill Coimisean nan Inbhean. Bheir an ESC fianais seachad agus/no nì iad tagraidhean aig an Èisteachd mun rannsachadh agus co-dhùnaidhean sam bith a thaobh an do bhris am ball an Còd. Tha còir aig a' bhall a bhith an làthair no a bhith air an riochdachadh aig an

Èisteachd agus faodaidh iad cuideachd fianais a thoirt seachad agus tagraidhean a dhèanamh. Faodaidh an dà phartaidh luchd-fianais a ghairm. Nuair a tha e air an fhianais agus tagraidhean uile a chluinntinn, nì am Panail Èisteachd co-dhùnaidh air ma tha e no mur a h-eil e sàsaichte, a rèir mar a tha e coltach, gun do bhris am ball a' Chòd. Ma nì am Panail Èisteachd co-dhùnadh gun do bhris ball Còd a' bhuidhinn phoblaich aca, feumaidh e smachd-bhann a chur an gnìomh.

Smachd-bhannan

10. Tha na smachd-bhannan a dh'fhaodadh a bhith air an cur an gnìomh às dèidh briseadh a' Chòd a lorg mar a leanas:

- **Cronachadh:** 'S e cunntas foirmeil a th' ann an cronachadh air mì-chiata cruaidh agus poblach Coimisean nan Inbhean air a' bhall sa chùis.
- **Cur à:** Faodaidh seo a bhith na cur às slàn no leth-phàirteach (suas gu aon bliadhna). Tha cur às slàn a' ciallachadh gu bheil am ball air a chur às a h-uile coinneamh na buidhne poblaich. Tha cur às leth-phàirteach a' ciallachadh gu bheil am ball air a chur cuid coinneamhan na buidhne poblaich. Faodaidh an Coimisean stiùireadh a thoirt gun tèid tuarastal no cuibhreann sam bith a gheibh am ball mar thoradh air a' bhallrachd aca sa bhuidhinn phoblaich a lùghdachadh no gun a phàigheadh rè ùine cur às.
- **Dì-cheadachadh:** Tha dì-cheadachadh a' ciallachadh gu bheil am ball air a thoirt air falbh bho bhallrachd na buidhne agus air a dhì-cheadachadh (airson ùine nach eil nas fhaide na còig bliadhna), bho bhallrachd na buidhne. Far a bheil am ball cuideachd na bhall de bhuidheann poblach tiomnaichte eile (mar a chaidh mìneachadh san Achd), faodaidh an Coimisean cuideachd an duine sin a thoirt air falbh no a dhì-cheadachadh a thaobh na ballrachd sin. Tha mion-fhiosrachadh air na smachd-bhannan air an stèidheachadh ann an roinn 19 an Achd.

Cur às Eadar-amail

11. Tha Roinn 21 den Achd a' toirt cumhachd do Choimisean nan Inbhean cur às eadar-amail a chuir air ball nuair a gheibh e aithisg eadar-amail bhon ESC mu rannsachadh leantainneach. Ann a bhith a' tighinn gu co-dhùnadh am bu chòir cur às eadar-amail a chur an sàs, nì Panal air a bheil triùir Bhuill de Choimisean nan Inbhean ath-sgrùdadh air an aithisg eadar-amail agus riochdachaidhean sam bith a gheibhear bhon bhall agus beachdaichidh iad a bheil e sàsaichte:

- Gu bheil coltas ann gun tèid cron a dhèanamh air tuilleadh rannsachaidh an ESC
  mura tèid an leithid de rud a dhèanamh (mar eisimpleir ma tha draghan ann gum faodadh am ball feuchainn ri casg a chur air fianais no luchd-fianais); no
- Gu bheil e ann an ùidh a' phobaill a lethid de cheum a ghabhail. Gheibhear poileasaidh a tha a' mìneachadh mar a nì Coimisean nan Inbhean co-dhùnadh sam bith fo Roinn 21 agus na modhan-obrach a bhios e a' leantainn ann a bhith a' dèanamh sin, ma gheibhear a leithid de dh'aithisg bhon ESC an seo.

12. Chan eilear a' faicinn a' cho-dhùnaidh cur às eadar-amail a chuir an sàs, agus cha bu chòir a bhith air fhaicinn, mar cho-dhùnadh air airidheachd gearain sam bith no

dligheachd casaidean sam bith an aghaidh ball de bhuidheann phoblach thiomnaichte, agus cha bu chòir coimhead air mar cheum smachdachaidh.

LEAS-PHÀIPEAR B:

MÌNEACHAIDHEAN

Tha **"Burraidheachd"** na ghiùlan mì-fhreagarrach agus gun fhàilte a tha oilbheumach agus eagallach, agus a bheir air neach no buidheann a bhith a' faireachdainn gu bheil iad air an lagachadh, air an irioslachadh no air an sàrachadh.

Tha **"Cathraiche"** a' gabhail a-steach Neach-gairm a' Bhùird no neach sam bith eile a tha a' coileanadh gnìomh coltach ri gnìomh Cathraiche no Neach-gairm fo structaran co-dhùnaidh eile.

Tha **"Còd"** na còd giùlain airson buill na buidhne poblaich tiomnaichte agad, a tha stèidhichte air a' Mhodail de Chòd Giùlain airson buill nam buidhnean poblach tiomnaichte ann an Alba.

Tha **"Co-laighe"** a' gabhail a-steach neach sam bith a tha a' fuireach còmhla riut ann an dàimh mar com-pàirticheas, com-pàirticheas sìobhalta, no cèile.

Tha "**Fiosrachadh Dìomhair"** a' gabhail a-steach:

- fiosrachadh sam bith a thèid a chur chun na buidhne poblaich le roinn Riaghaltais (fiù 's mura h-eil e air a chomharrachadh gu soilleir mar dhìomhaireachd) nach leig leis an fhiosrachadh sin fhoillseachadh don phoball;
- fiosrachadh air a bheil an lagh a' toirmeasg foillseachadh (fo reachdas no le òrdugh Cùirt);
- comhairle laghail sam bith air a thoirt don bhuidhinn phoblaich; no
- fiosrachadh sam bith eile a dh'fhaodadh a bhith gu reusanta air a mheas mar bhriseadh misneachd nam biodh e air fhoillseachadh gu poblach.

Tha **"Cosgaisean Taghaidh"** a' ciallachadh cosgaisean a thàinig orra, ge bith an ann ro, rè no às dèidh an taghaidh, air sgàth, no co-cheangailte ri, giùlan no riaghladh an taghaidh.

Tha **"Neach-obrach"** a' gabhail a-steach neach fa leth air am fastadh:

- gu dìreach leis a' bhuidhinn phoblaich;
- mar cunnradairean leis a' bhuidhinn phoblaich, no
- le cunnradair airson obair air toglaichean na buidhne poblaich.

Faodaidh **"Tiodhlacan"** a thoirt a-steach nì no seirbheis sam bith a gheibhear an-asgaidh, no a dh'fhaodadh a bhith air a thabhann no air a ghealltainn aig ìre lasaichte no air cumhachan nach eil rim faighinn leis a' mhòr-shluagh. Tha tiodhlacan a' gabhail a-steach sochairean leithid faochadh bho fhiachan, lasachaidhean iasaid, no solar seilbh, seirbheisean no goireasan aig cosgais nas ìsle na tha sa chumantas air a chur air buill den phoball. Faodaidh e cuideachd tiodhlacan a thoirt a-steach a chaidh am faighinn gu dìreach no tiodhlacan air am faighinn le companaidh anns a bheil ùidh smachdail aig an neach a gheibh e, no le com-pàirteachas anns a bheil an neach a gheibh e na chom-pàirtiche.

Tha **"Sàrachadh"** na giùlan neo dèanadas mì-chùramach a bheir air cuideigin a bhith a' faireachdainn oilbheumach, iriosal, fo smàdadh, fo eagal agus/no mì-

chofhurtail. Faodaidh sàrachadh a bhith air am faireachdainn gu dìreach no gu neo-dhìreach agus faodaidh e tachairt mar thachartas iomallach no mar chùrsa de ghiùlan leantainneach.

Tha **"Aoigheachd"** a' gabhail a-steach tabhann no gealltanas biadh, deoch, àite-fuireach, dibhearsan no cothrom a bhith an làthair aig tachartas cultarail no spòrsail sam bith air cumhachan nach eil rim faighinn leis a' mhòr-shluagh.

"Ceann-latha Iomchaidh" Far an robh ùidh aig ball den bhòrd ann an earrannan aig a' cheann-latha air an deach am ball ainmeachadh mar bhall, is e an ceann-latha iomchaidh – (a) an ceann-latha sin; agus (b) 5mh Giblean dìreach às dèidh a' chinn-latha sin agus anns gach bliadhna an dèidh sin, far a bheil an ùidh air a cumail air 5mh Giblean.

Tha **"Buidheann Phoblach"** a' ciallachadh buidhnean poblach tiomnaichte air an liostadh ann an Clàr 3 Achd Inbhean Eiticeil sa Bheatha Phoblach msaa. Achd Foghlam Alba (2000), mar atharraichte.

Tha **"Tuarastalan"** a' gabhail a-steach tuarastal, pàigheadh, co-roinn prothaid, cìsean, sochairean airgead eile no sochairean stuthail.

Tha **"Tèarainteachd"** na teisteanas no ionnstramaid ionmhais eile aig a bheil luach airgid agus faodar a mhalairt. Tha tèarainteachdan a' toirt a-steach urrasan ionannachd agus fiachan, leithid bannan stoc agus fiachan.

Tha "**Iomairt"** a' ciallachadh:
a) buidheann chorporra no com-pàirteachas; no
b) comann neo-chorporra a tha a' giùlan malairt no gnìomhachas, le no às aonais sùil ri prothaid.

Code of Conduct for Members of Bòrd na Gàidhlig

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SECTION 1: INTRODUCTION TO THE CODE OF CONDUCT

1.1 This Code has been issued by the Scottish Ministers, with the approval of the Scottish Parliament, as required by the Ethical Standards in Public Life etc. (Scotland) Act 2000 (the "Act").

1.2 The purpose of the Code is to set out the conduct expected of those who serve on the boards of public bodies in Scotland.

1.3 The Code has been developed in line with the nine key principles of public life in Scotland. The principles are listed in Section 2 and set out how the provisions of the Code should be interpreted and applied in practice.

My Responsibilities

1.4 I understand that the public has a high expectation of those who serve on the boards of public bodies and the way in which they should conduct themselves in undertaking their duties. I will always seek to meet those expectations by ensuring that I conduct myself in accordance with the Code.

1.5 I will comply with the substantive provisions of this Code, being sections 3 to 6 inclusive, in all situations and at all times where I am acting as a board member of my public body, have referred to myself as a board member or could objectively be considered to be acting as a board member.

1.6 I will comply with the substantive provisions of this Code, being sections 3 to 6 inclusive, in all my dealings with the public, employees and fellow board members, whether formal or informal.

1.7 I understand that it is my personal responsibility to be familiar with the provisions of this Code and that I must also comply with the law and my public body's rules, standing orders and regulations. I will also ensure that I am familiar with any guidance or advice notes issued by the Standards Commission for Scotland ("Standards Commission") and my public body, and endeavour to take part in any training offered on the Code.

1.8 I will not, at any time, advocate or encourage any action contrary to this Code.

1.9 I understand that no written information, whether in the Code itself or the associated Guidance or Advice Notes issued by the Standards Commission, can provide for all circumstances. If I am uncertain about how the Code applies, I will seek advice from the Standards Officer of my public body, failing whom the Chair or Chief Executive of my public body. I note that I may also choose to seek external legal advice on how to interpret the provisions of the Code.

Enforcement

1.10 Part 2 of the Act sets out the provisions for dealing with alleged breaches of the Code, including the sanctions that can be applied if the Standards Commission finds that there has been a breach of the Code. More information on how complaints are dealt with and the sanctions available can be found at **Annex A**.

SECTION 2: KEY PRINCIPLES OF THE CODE OF CONDUCT

2.1 The Code has been based on the following key principles of public life. I will behave in accordance with these principles and understand that they should be used for guidance and interpreting the provisions in the Code.

2.2 I note that a breach of one or more of the key principles does not in itself amount to a breach of the Code. I note that, for a breach of the Code to be found, there must also be a contravention of one or more of the provisions in sections 3 to 6 inclusive of the Code.

The key principles are:

Duty
I have a duty to uphold the law and act in accordance with the law and the public trust placed in me. I have a duty to act in the interests of the public body of which I am a member and in accordance with the core functions and duties of that body.

Selflessness
I have a duty to take decisions solely in terms of public interest. I must not act in order to gain financial or other material benefit for myself, family or friends.

Integrity
I must not place myself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence me in the performance of my duties.

Objectivity
I must make decisions solely on merit and in a way that is consistent with the functions of my public body when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

Accountability and Stewardship
I am accountable to the public for my decisions and actions. I have a duty to consider issues on their merits, taking account of the views of others and I must ensure that my public body uses its resources prudently and in accordance with the law.

Openness
I have a duty to be as open as possible about my decisions and actions, giving reasons for my decisions and restricting information only when the wider public interest clearly demands.

Honesty
I have a duty to act honestly. I must declare any private interests relating to my public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership
I have a duty to promote and support these principles by leadership and example, and to maintain and strengthen the public's trust and confidence in the integrity of my public body and its members in conducting public business.

Respect
I must respect all other board members and all employees of my public body and the role they play, treating them with courtesy at all times. Similarly, I must respect members of the public when performing my duties as a board member.

SECTION 3: GENERAL CONDUCT

Respect and Courtesy

3.1 I will treat everyone with courtesy and respect. This includes in person, in writing, at meetings, when I am online and when I am using social media.

3.2 I will not discriminate unlawfully on the basis of race, age, sex, sexual orientation, gender reassignment, disability, religion or belief, marital status or pregnancy/maternity; I will advance equality of opportunity and seek to foster good relations between different people.

3.3 I will not engage in any conduct that could amount to bullying or harassment (which includes sexual harassment). I accept that such conduct is completely unacceptable and will be considered to be a breach of this Code.

3.4 I accept that disrespect, bullying and harassment can be:

d) a one-off incident,
e) part of a cumulative course of conduct; or
f) a pattern of behaviour.

3.5 I understand that how, and in what context, I exhibit certain behaviours can be as important as what I communicate, given that disrespect, bullying and harassment can be physical, verbal and non-verbal conduct.

3.6 I accept that it is my responsibility to understand what constitutes bullying and harassment and I will utilise resources, including the Standards Commission's guidance and advice notes, my public body's policies and training material (where appropriate) to ensure that my knowledge and understanding is up to date.

3.7 Except where it is written into my role as Board member, and / or at the invitation of the Chief Executive, I will not become involved in operational management of my public body. I acknowledge and understand that operational management is the responsibility of the Chief Executive and Executive Team.

3.8 I will not undermine any individual employee or group of employees, or raise concerns about their performance, conduct or capability in public. I will raise any concerns I have on such matters in private with senior management as appropriate.

3.9 I will not take, or seek to take, unfair advantage of my position in my dealings with employees of my public body or bring any undue influence to bear on employees to take a certain action. I will not ask or direct employees to do something which I know, or should reasonably know, could compromise them or prevent them from undertaking their duties properly and appropriately.

3.10 I will respect and comply with rulings from the Chair during meetings of:

c) my public body, its committees; and
d) any outside organisations that I have been appointed or nominated to by my public body or on which I represent my public body.

3.11 I will respect the principle of collective decision-making and corporate responsibility. This means that once the Board has made a decision, I will support that decision, even if I did not agree with it or vote for it.

Remuneration, Allowances and Expenses

3.12 I will comply with the rules, and the policies of my public body, on the payment of remuneration, allowances and expenses.

Gifts and Hospitality

3.13 I understand that I may be offered gifts (including money raised via crowdfunding or sponsorship), hospitality, material benefits or services ("gift or hospitality") that may be reasonably regarded by a member of the public with knowledge of the relevant facts as placing me under an improper obligation or being capable of influencing my judgement.

3.14 I will never **ask for** or **seek** any gift or hospitality.

3.15 I will refuse any gift or hospitality, unless it is:

e) a minor item or token of modest intrinsic value offered on an infrequent basis;
f) a gift being offered to my public body;
g) hospitality which would reasonably be associated with my duties as a board member; or
h) hospitality which has been approved in advance by my public body.

3.16 I will consider whether there could be a reasonable perception that any gift or hospitality received by a person or body connected to me could or would influence my judgement.

3.17 I will not allow the promise of money or other financial advantage to induce me to act improperly in my role as a board member. I accept that the money or advantage (including any gift or hospitality) does not have to be given to me directly. The offer of monies or advantages to others, including community groups, may amount to bribery, if the intention is to induce me to improperly perform a function.

3.18 I will never accept any gift or hospitality from any individual or applicant who is awaiting a decision from, or seeking to do business with, my public body.

3.19 If I consider that declining an offer of a gift would cause offence, I will accept it and hand it over to my public body at the earliest possible opportunity and ask for it to be registered.

3.20 I will promptly advise my public body's Standards Officer if I am offered (but refuse) any gift or hospitality of any significant value and / or if I am offered any gift or hospitality from the same source on a repeated basis, so that my public body can monitor this.

3.21 I will familiarise myself with the terms of the Bribery Act 2010, which provides for offences of bribing another person and offences relating to being bribed.

Confidentiality

3.22 I will not disclose confidential information or information which should reasonably be regarded as being of a confidential or private nature, without the express consent of a person or body authorised to give such consent, or unless required to do so by law. I note that if I cannot obtain such express consent, I should assume it is not given.

3.23 I accept that confidential information can include discussions, documents, and information which is not yet public or never intended to be public, and information deemed confidential by statute.

3.24 I will only use confidential information to undertake my duties as a board member. I will not use it in any way for personal advantage or to discredit my public body (even if my personal view is that the information should be publicly available).

3.25 I note that these confidentiality requirements do not apply to protected whistleblowing disclosures made to the prescribed persons and bodies as identified in statute.

Use of Public Body Resources

3.26 I will only use my public body's resources, including employee assistance, facilities, stationery and IT equipment, for carrying out duties on behalf of the public body, in accordance with its relevant policies.

3.27 I will not use, or in any way enable others to use, my public body's resources:

e) imprudently (without thinking about the implications or consequences);
f) unlawfully;
g) for any political activities or matters relating to these; or
h) improperly.

Dealing with my Public Body and Preferential Treatment

3.28 I will not use, or attempt to use, my position or influence as a board member to:

d) improperly confer on or secure for myself, or others, an advantage;
e) avoid a disadvantage for myself, or create a disadvantage for others or
f) improperly seek preferential treatment or access for myself or others.

3.29 I will avoid any action which could lead members of the public to believe that preferential treatment or access is being sought.

3.30 I will advise employees of any connection, as defined at Section 5, I may have to a matter, when seeking information or advice or responding to a request for information or advice from them.

Appointments to Outside Organisations

3.31 If I am appointed, or nominated by my public body, as a member of another body or organisation, I will abide by the rules of conduct and will act in the best interests of that body or organisation while acting as a member of it. I will also continue to observe the rules of this Code when carrying out the duties of that body or organisation.

3.32 I accept that if I am a director or trustee (or equivalent) of a company or a charity, I will be responsible for identifying, and taking advice on, any conflicts of interest that may arise between the company or charity and my public body.

4.8 The following paragraphs set out what I have to register when I am appointed and whenever my circumstances change. The register covers my current term of appointment.

4.9 I understand that regulations made by the Scottish Ministers describe the detail and timescale for registering interests; including a requirement that a board member must register their registrable interests within one month of becoming a board member, and register any changes to those interests within one month of those changes having occurred.

4.10 The interests which I am required to register are those set out in the following paragraphs. Other than as required by paragraph 4.23, I understand it is not necessary to register the interests of my spouse or cohabitee.

Category One: Remuneration

4.11 I will register any work for which I receive, or expect to receive, payment. I have a registrable interest where I receive remuneration by virtue of being:

h) employed;
i) self-employed;
j) the holder of an office;
k) a director of an undertaking;
l) a partner in a firm;
m) appointed or nominated by my public body to another body; or
n) engaged in a trade, profession or vocation or any other work.

4.12 I understand that in relation to 4.4 above, the amount of remuneration does not require to be registered. I understand that any remuneration received as a board member of this specific public body does not have to be registered.

4.13 I understand that if a position is not remunerated it does not need to be registered under this category. However, unremunerated directorships may need to be registered under Category Two, “Other Roles”.

4.14 I must register any allowances I receive in relation to membership of any organisation under Category One.

4.8 When registering employment as an employee, I must give the full name of the employer, the nature of its business, and the nature of the post I hold in the organisation.

4.9 When registering remuneration from the categories listed in paragraph 4.4 (b) to (g) above, I must provide the full name and give details of the nature of the business, organisation, undertaking, partnership or other body, as appropriate. I recognise that some other employments may be incompatible with my role as board member of my public body in terms of paragraph 6.8 of this Code.

4.10 Where I otherwise undertake a trade, profession or vocation, or any other work, the detail to be given is the nature of the work and how often it is undertaken.

4.11 When registering a directorship, it is necessary to provide the registered name and registered number of the undertaking in which the directorship is held and provide information about the nature of its business.

4.12 I understand that registration of a pension is not required as this falls outside the scope of the category.

Category Two: Other Roles

4.13 I will register any unremunerated directorships where the body in question is a subsidiary or parent company of an undertaking in which I hold a remunerated directorship.

4.14 I will register the registered name and registered number of the subsidiary or parent company or other undertaking and the nature of its business, and its relationship to the company or other undertaking in which I am a director and from which I receive remuneration.

Category Three: Contracts

4.15 I have a registerable interest where I (or a firm in which I am a partner, or an undertaking in which I am a director or in which I have shares of a value as described in paragraph 4.20 below) have made a contract with my public body:

c) under which goods or services are to be provided, or works are to be executed; and
d) which has not been fully discharged.

4.16 I will register a description of the contract, including its duration, but excluding the value.

Category Four: Election Expenses

4.17 If I have been elected to my public body, then I will register a description of, and statement of, any assistance towards election expenses relating to election to my public body.

Category Five: Houses, Land and Buildings

4.18 I have a registrable interest where I own or have any other right or interest in houses, land and buildings, which may be significant to, of relevance to, or bear upon, the work and operation of my public body.

4.19 I accept that, when deciding whether or not I need to register any interest I have in houses, land or buildings, the test to be applied is whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as being so significant that it could potentially affect my responsibilities to my public body and to the public, or could influence my actions, speeches or decision-making.

Category Six: Interest in Shares and Securities

4.20 I have a registerable interest where:

c) I own or have an interest in more than 1% of the issued share capital of the company or other body; or
d) Where, at the relevant date, the market value of any shares and securities (in any one specific company or body) that I own or have an interest in is greater than £25,000.

Category Seven: Gifts and Hospitality

4.21 I understand the requirements of paragraphs 3.13 to 3.21 regarding gifts and hospitality. As I will not accept any gifts or hospitality, other than under the limited circumstances allowed, I understand there is no longer the need to register any.

Category Eight: Non–Financial Interests

4.22 I may also have other interests and I understand it is equally important that relevant interests such as membership or holding office in other public bodies, companies, clubs, societies and organisations such as trades unions and voluntary organisations, are registered and described. In this context, I understand non-financial interests are those which members of the public with knowledge of the relevant facts might reasonably think could influence my actions, speeches, votes or decision-making in my public body (this includes its Committees and memberships of other organisations to which I have been appointed or nominated by my public body).

Category Nine: Close Family Members

4.23 I will register the interests of any close family member who has transactions with my public body or is likely to have transactions or do business with it.

SECTION 5: DECLARATION OF INTERESTS

Stage 1: Connection

5.1 For each particular matter I am involved in as a board member, I will first consider whether I have a connection to that matter.

5.2 I understand that a connection is any link between the matter being considered and me, or a person or body I am associated with. This could be a family relationship or a social or professional contact.

5.3 A connection includes anything that I have registered as an interest.

5.4 A connection does not include being a member of a body to which I have been appointed or nominated by my public body as a representative of my public body, unless:

c) The matter being considered by my public body is quasi-judicial or regulatory; or
d) I have a personal conflict by reason of my actions, my connections or my legal obligations.

Stage 2: Interest

5.5 I understand my connection is an interest that requires to be declared where the objective test is met – that is where a member of the public with knowledge of the relevant facts would reasonably regard my connection to a particular matter as being so significant that it would be considered as being likely to influence the discussion or decision-making.

Stage 3: Participation

5.6 I will declare my interest as early as possible in meetings. I will not remain in the meeting nor participate in any way in those parts of meetings where I have declared an interest.

5.7 I will consider whether it is appropriate for transparency reasons to state publicly where I have a connection, which I do not consider amounts to an interest.

5.8 I note that I can apply to the Standards Commission and ask it to grant a dispensation to allow me to take part in the discussion and decision-making on a matter where I would otherwise have to declare an interest and withdraw (as a result of having a connection to the matter that would fall within the objective test). I note that such an application must be made in advance of any meetings where the dispensation is sought and that I cannot take part in any discussion or decision-making on the matter in question unless, and until, the application is granted.

5.9 I note that public confidence in a public body is damaged by the perception that decisions taken by that body are substantially influenced by factors other than the public interest. I will not accept a role or appointment if doing so means I will have to declare interests frequently at meetings in respect of my role as a board member. Similarly, if any appointment or nomination to another body would give rise to objective concern because of my existing personal involvement or affiliations, I will not accept the appointment or nomination.

SECTION 6: LOBBYING AND ACCESS

6.1 I understand that a wide range of people will seek access to me as a board member and will try to lobby me, including individuals, organisations and companies. I must distinguish between:

d) any role I have in dealing with enquiries from the public;
e) any community engagement where I am working with individuals and organisations to encourage their participation and involvement, and;
f) lobbying, which is where I am approached by any individual or organisation who is seeking to influence me for financial gain or advantage, particularly those who are seeking to do business with my public body (for example contracts/procurement).

6.2 In deciding whether, and if so how, to respond to such lobbying, I will always have regard to the objective test, which is whether a member of the public, with knowledge of the relevant facts, would reasonably regard my conduct as being likely to influence my, or my public body's, decision-making role.

6.3 I will not, in relation to contact with any person or organisation that lobbies, do anything which contravenes this Code or any other relevant rule of my public body or any statutory provision.

6.4 I will not, in relation to contact with any person or organisation that lobbies, act in any way which could bring discredit upon my public body.

6.5 If I have concerns about the approach or methods used by any person or organisation in their contacts with me, I will seek the guidance of the Chair, Chief Executive or Standards Officer of my public body.

6.6 The public must be assured that no person or organisation will gain better access to, or treatment by, me as a result of employing a company or individual to lobby on a fee basis on their behalf. I will not, therefore, offer or accord any preferential access or treatment to those lobbying on a fee basis on behalf of clients compared with that which I accord any other person or organisation who lobbies or approaches me. I will ensure that those lobbying on a fee basis on behalf of clients are not given to understand that preferential access or treatment, compared to that accorded to any other person or organisation, might be forthcoming.

6.7 Before taking any action as a result of being lobbied, I will seek to satisfy myself about the identity of the person or organisation that is lobbying and the motive for lobbying. I understand I may choose to act in response to a person or organisation lobbying on a fee basis on behalf of clients but it is important that I understand the basis on which I am being lobbied in order to ensure that any action taken in connection with the lobbyist complies with the standards set out in this Code and the Lobbying (Scotland) Act 2016.

6.8 I will not accept any paid work:

c) which would involve me lobbying on behalf of any person or organisation or any clients of a person or organisation.

d) to provide services as a strategist, adviser or consultant, for example, advising on how to influence my public body and its members. This does not prohibit me from being remunerated for activity which may arise because of, or relate to, membership of my public body, such as journalism or broadcasting, or involvement in representative or presentational work, such as participation in delegations, conferences or other events.

ANNEX A: BREACHES OF THE CODE

Introduction

13. The Ethical Standards in Public Life etc. (Scotland) Act 2000 ("the Act") provided for a framework to encourage and, where necessary, enforce high ethical standards in public life.

14. The Act provided for the introduction of new codes of conduct for local authority councillors and members of relevant public bodies, imposing on councils and relevant public bodies a duty to help their members comply with the relevant code.

15. The Act and the subsequent Scottish Parliamentary Commissions and Commissioners etc. Act 2010 established the Standards Commission for Scotland ("Standards Commission") and the post of Commissioner for Ethical Standards in Public Life in Scotland ("ESC").

16. The Standards Commission and ESC are separate and independent, each with distinct functions. Complaints of breaches of a public body's Code of Conduct are investigated by the ESC and adjudicated upon by the Standards Commission.

17. The first Model Code of Conduct came into force in 2002. The Code has since been reviewed and re-issued in 2014. The 2021 Code has been issued by the Scottish Ministers following consultation, and with the approval of the Scottish Parliament, as required by the Act.

Investigation of Complaints

18. The ESC is responsible for investigating complaints about members of devolved public bodies. It is not, however, mandatory to report a complaint about a potential breach of the Code to the ESC. It may be more appropriate in some circumstances for attempts to be made to resolve the matter informally at a local level.

19. On conclusion of the investigation, the ESC will send a report to the Standards Commission.

Hearings

20. On receipt of a report from the ESC, the Standards Commission can choose to:

    - Do nothing;
    - Direct the ESC to carry out further investigations; or
    - Hold a Hearing.

21. Hearings are held (usually in public) to determine whether the member concerned has breached their public body's Code of Conduct. The Hearing Panel comprises of three members of the Standards Commission. The ESC will present evidence and/or make submissions at the Hearing about the investigation and any conclusions as to whether the member has contravened the Code. The member is entitled to attend or be represented at the Hearing and can also present evidence and make submissions. Both parties can call witnesses. Once it has heard all the evidence and submissions, the Hearing Panel will make a determination about whether or not it is satisfied, on the balance of probabilities, that there has been a contravention of

the Code by the member. If the Hearing Panel decides that a member has breached their public body's Code, it is obliged to impose a sanction.

Sanctions

22. The sanctions that can be imposed following a finding of a breach of the Code are as follows:

- **Censure**: A censure is a formal record of the Standards Commission's severe and public disapproval of the member concerned.
- **Suspension**: This can be a full or partial suspension (for up to one year). A full suspension means that the member is suspended from attending all meetings of the public body. Partial suspension means that the member is suspended from attending some of the meetings of the public body. The Commission can direct that any remuneration or allowance the member receives as a result of their membership of the public body be reduced or not paid during a period of suspension.
- **Disqualification**: Disqualification means that the member is removed from membership of the body and disqualified (for a period not exceeding five years), from membership of the body. Where a member is also a member of another devolved public body (as defined in the Act), the Commission may also remove or disqualify that person in respect of that membership. Full details of the sanctions are set out in section 19 of the Act.

Interim Suspensions

23. Section 21 of the Act provides the Standards Commission with the power to impose an interim suspension on a member on receipt of an interim report from the ESC about an ongoing investigation. In making a decision about whether or not to impose an interim suspension, a Panel comprising of three Members of the Standards Commission will review the interim report and any representations received from the member and will consider whether it is satisfied:

- That the further conduct of the ESC's investigation is likely to be prejudiced if such an action is not taken (for example if there are concerns that the member may try to interfere with evidence or witnesses); or
- That it is otherwise in the public interest to take such a measure. A policy outlining how the Standards Commission makes any decision under Section 21 and the procedures it will follow in doing so, should any such a report be received from the ESC can be found here.

24. The decision to impose an interim suspension is not, and should not be seen as, a finding on the merits of any complaint or the validity of any allegations against a member of a devolved public body, nor should it be viewed as a disciplinary measure.

ANNEX B: DEFINITIONS

“Bullying” is inappropriate and unwelcome behaviour which is offensive and intimidating, and which makes an individual or group feel undermined, humiliated or insulted.

"Chair" includes Board Convener or any other individual discharging a similar function to that of a Chair or Convener under alternative decision-making structures.

“Code” is the code of conduct for members of your devolved public body, which is based on the Model Code of Conduct for members of devolved public bodies in Scotland.

"Cohabitee" includes any person who is living with you in a relationship similar to that of a partner, civil partner, or spouse.

“Confidential Information” includes:

- any information passed on to the public body by a Government department (even if it is not clearly marked as confidential) which does not allow the disclosure of that information to the public;
- information of which the law prohibits disclosure (under statute or by the order of a Court);
- any legal advice provided to the public body; or
- any other information which would reasonably be considered a breach of confidence should it be made public.

"Election expenses" means expenses incurred, whether before, during or after the election, on account of, or in respect of, the conduct or management of the election.

“Employee” includes individuals employed:

- directly by the public body;
- as contractors by the public body, or
- by a contractor to work on the public body’s premises.

“Gifts” a gift can include any item or service received free of charge, or which may be offered or promised at a discounted rate or on terms not available to the general public. Gifts include benefits such as relief from indebtedness, loan concessions, or provision of property, services or facilities at a cost below that generally charged to members of the public. It can also include gifts received directly or gifts received by any company in which the recipient holds a controlling interest in, or by a partnership of which the recipient is a partner.

“Harassment” is any unwelcome behaviour or conduct which makes someone feel offended, humiliated, intimidated, frightened and / or uncomfortable. Harassment can be experienced directly or indirectly and can occur as an isolated incident or as a course of persistent behaviour.

“Hospitality” includes the offer or promise of food, drink, accommodation, entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public.

“Relevant Date” Where a board member had an interest in shares at the date on which the member was appointed as a member, the relevant date is – (a) that date; and (b) the 5th April immediately following that date and in each succeeding year, where the interest is retained on that 5th April.

“Public body” means a devolved public body listed in Schedule 3 of the Ethical Standards in Public Life etc. (Scotland) Act 2000, as amended.

“Remuneration" includes any salary, wage, share of profits, fee, other monetary benefit or benefit in kind.

“Securities” a security is a certificate or other financial instrument that has monetary value and can be traded. Securities includes equity and debt securities, such as stocks bonds and debentures.

“Undertaking” means:
c) a body corporate or partnership; or
d) an unincorporated association carrying on a trade or business, with or without a view to a profit.

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