

# Edinburgh Airport Noise Advisory Board

## Code of Conduct

A. The Edinburgh Airport Noise Advisory Board (the Board) recognises the importance of the participation of all its members and will take all reasonable steps to ensure that all participants are supported and valued for their contributions. While each member has a role or potential interest in influencing the development and implementation of noise reduction strategies for Edinburgh Airport (EDI), it is important that members are clear about the role, remit and authority of each participating EDI stakeholder member.

This Code of Conduct seeks to describe the conduct expected of individuals who participate in the Board and ensure that the Board business is conducted in a constructive and civilised manner. The Board will decide what, if any, action to take if any member is found by the Board to be in breach of this Code. In exceptional circumstances, this could include termination of the Board membership.

B. The Chair will:

1. Set the agenda for regular scheduled meetings and ensure the distribution of same at least three days before the said meeting.
2. Ensure such meetings are conducted in a productive and orderly manner and that all contributions from participants are made through the Chair.
3. In conjunction with the Secretary, whom failing, the Vice Chair, be the recipient of all communications directed to the Board, whether directly or by onward referral from Members of the Board if first recipient.
4. Ensure the circulation of all received communications to members of the Board for information and action as necessary.
5. In conjunction with the Secretary, whom failing, the Vice Chair ensure that minutes of regular scheduled meetings are collated and distributed to all members.
6. As necessary and in conjunction with the Secretary, whom failing, the Vice Chair, arrange for the timeous and reasonable investigation of any conduct issue brought to their attention under the terms of paragraph D.5 of the Lists of obligations of Members below, all in accordance with the procedure set out in Section E below.

C. The Vice Chair will as necessary:

1. Fulfil the role of the Chair as and when requested by the Chair, or during the unforeseen absence of the Chair.

D. Board members will at all times:

1. During the course of all Board meetings, observe and comply with the direction of the Chair, which at all times shall be reasonable.
2. Treat other participants fairly, respecting each other and acting in compliance with equal opportunities legislation.
3. Behave in a constructive, civilised and responsible manner in their relationships with members and all other participants and ensure that equality of opportunity is given to every member to have their knowledge, skills and experience taken into account.
4. Permit others to express themselves and understand that all views are important even if they are not the same as their own.
5. Give notice to the Chair or the Secretary, whom failing the Vice Chair of the Board in writing if, in their view, any conduct issues arise from the contributions of any member.
6. Not bring the Board into disrepute and not accept any gift, hospitality or inducements which may be seen to influence or are intended to influence members opinion or judgement.
7. Respect the confidentiality of any information that has been shared with the Board on a confidential basis and ensure that all information is handled with dignity, discretion and in compliance with Data Protection legislation. Data shared with the Board will not be used for personal, malicious or corrupt purposes.
8. Perform Board duties with honesty, integrity, impartiality, objectivity, a constructive demeanour, and showing respect at all times.
9. Distribute in a timely manner, the Board proposed agenda, minutes and any other information marked for circulation, to all interested parties within their respective organisations and ensure, so far as is practicable, that the communities affected by aviation noise are kept informed of those matters considered by the Board.
10. Avoid any conflict of interest or secondary financial, non-financial or personal interest which may influence or impair their ability to apply judgement or act in their role as a member of the Board in accordance with the Terms of Reference and this Code of Conduct.
11. Observe the Board Terms of Reference as applicable.

## E. Complaint Procedure/Breach of the Code of Conduct

1. In the event of written notice being received under paragraph D.5 above, the Chair or the Secretary, whom failing the Vice Chair, as the case may be, shall remit the matter to the Governance Sub-Group of the Board as soon as reasonably practicable, providing always that any member of the Governance Sub-Group named as a party to the complaint shall stand down from the Sub-Group for the duration of the ensuing procedure.
2. The Governance Sub-Group shall seek to achieve a mutually acceptable resolution of the matter complained of in line with the obligations incumbent upon all members of EANAB in terms of this Code of Conduct
3. The Governance Sub-Group shall give any member(s) referred to in the written notice received under paragraph D.5 above the opportunity to respond in writing to the matters raised in said notice within [14] days or such other period as the Governance Sub-Group, acting reasonably, shall specify.
4. The Governance Sub-Group shall ingather such further relevant information as it may deem necessary, including, as appropriate, statements from relevant Members, and shall seek to achieve a mutually acceptable resolution of the matter complained of in line with the obligations incumbent upon all members of EANAB in terms of this Code of Conduct.
5. In the event that no mutually acceptable resolution of the matter is achieved, the Governance Sub-Group shall consider whether a breach of the Code of Conduct has occurred, and if so, what actions of remedy may be appropriate.
6. Such a breach may be determined only on the basis of a failure to abide by the terms of the written Code of Conduct
7. The Governance Sub-Group will submit a report on the outcome of the process under this Section E to the Chair or Secretary, whom failing the Vice Chair, as appropriate, and the report will be listed on the Agenda for the next regular meeting of the Board.
8. The Board will determine acceptance or otherwise of the findings and actions of remedy, if any, proposed by the Governance Sub-Group through discussion and a majority vote at a regular scheduled meeting.