



NAPIER HERITAGE AND CONSERVATION BODY

(Registration no: HM/CB/28-02-2020/03)

Email: napierheritageconservationbody@gmail.com

CODE OF ETHICS

1. Purpose of the Code

1.1 This Code of Ethics sets out the minimum standards to be upheld, promoted and complied with, by the Napier Heritage and Conservation Body's Steering and Executive Committees, its members, volunteers, associates and others and is a reflection of the Organisation's commitment to the highest standards of ethics and integrity.

1.2. The Code acts as a guideline for what is expected from an ethical point of view, for those associated with and/or who represent the NHCB, both in their individual conduct and their conduct in relationship with others.

1.3 The primary purpose of the Code is to promote exemplary conduct in order to give credence to the tasks and mandate which the NHCB has undertaken in its heritage and conservation protection work.

2. Ethical Principles

The NHCB

2.1 adopts a broad and holistic definition of 'environment' and 'heritage resources' to include both natural and socio-economic issues;

2.2 is conscious of the diverse nature of the context and the many different potential attitudes towards the cultural landscape and the need to elicit the range of such interpretations;

2.3 recognizes all forms of knowledge, including 'indigenous', 'traditional' and 'scientific' knowledge and all forms of communication, including written and oral. We recognize the intangible as well as the tangible components of heritage.

2.4. will make every effort to be inclusive, and for the Executive Committee, volunteers, members, associates and donors to reflect diversity;

3. Conduct

The Steering and Executive Committees and members shall:

3.1 respect the environmental rights afforded to all South African citizens in the Constitution, the National Environment Management Act, the National Heritage Resources Act and other relevant legislation in the execution of their activities;



- 3.2 place the integrity of the cultural and natural environment and the health, safety and welfare of the wider public above any commitment to sectional or private interests;
- 3.3 conduct their activities in accordance with and in terms of the spirit and intention of the relevant policy and legal frameworks;
- 3.4 collectively notify the relevant authorities if and when they become aware of any unlawful act irrespective of its source;
- 3.5 at all times, act with honesty and integrity and without deceit, misrepresentation or bias;
- 3.6 be impartial, ensuring that they declare and make known personal interests and do not give or receive any inducement which could be seen to conflict with the interests of the NHCB;
- 3.7 give special attention to vulnerable or disadvantaged groups or communities;
- 3.8 not discriminate against anyone on the basis of sex, creed, religion, race, colour, national origin, economic status, cultural movements or organisational affiliations;
- 3.9 ensure that public access to information is available and is easily understood, that key considerations are highlighted and/or that limitations or shortcomings are acknowledged;
- 3.10 not offer advice, make a public statement or give legal testimony involving the conservation of the built heritage, without being as thoroughly informed on the matters concerned as might reasonably be expected and without being mandated to do so by the NHCB;
- 3.11 hold the NHCB's assets and information in public trust, using them efficiently and effectively and only in furtherance of the interests of the organisation.

4. Steering and Executive Committees

The primary responsibility for governance, institutional policies, financial stability, and legal accountability of the NHCB rests with the Steering and Executive Committees.

Each member of the Steering and Executive Committee:

- 4.1 must be committed, and devote time and attention to the affairs of the NHCB, to ensure that the organisation and the Executive Committee act in accordance with the basic governing documents and with applicable law;
- 4.2 must maintain in the strictest confidence, all NHCB information and deliberations which are not available to the public;
- 4.3 must particularly ensure compliance with the Protection of Personal Information Act and take the necessary steps to protect personal information which is received by the organisation or which it has in its possession;
- 4.4 must endeavour to conduct all of his/her activities, including those relating to persons closely associated with him/her and to business or other organisations, in such a way that no conflict will

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arise between the other interests and the policies, operations, or interests of the NHCB. The appearance of such conflicts must also be avoided;

4.5 will have as a standing item on each meeting agenda, a "potential conflicts of interest" item, where any committee member shall disclose any potential conflict of interest and must recuse themselves from any discussion or decision when such a conflict may manifest itself;

4.6 should at no time knowingly misrepresent the mission, objectives, policies, programs, proceedings or motives of the organisation.

4.7 must not take advantage of privileged information obtained as a result of their position, or permit others to make use of information otherwise unavailable to the public, for furthering personal interest or gain or otherwise.

4.8 holds fiduciary responsibility for the NHCB, and must ensure that all of the organisation's assets are properly and effectively used for public purposes.

5. Fundraising

5.1 The NHCB and its representatives will be truthful in all solicitation of information or materials distributed to current and prospective donors, and will inform all such donors of the way in which gifts and/or donations will be used.

5.2 When seeking to raise funds, the Steering and Executive Committees, officers, volunteers and members will exercise care not to enter into any obligation with donors which could be seen to be partial to the interests of the donor, but in conflict with any NHCB policy, priority or objective, or which could otherwise adversely affect the wider interests of the organisation.

5.3 Privacy concerns of individual and institutional donors will be respected.

5.4 Access to the organisation's most recent financial statements and annual reports will be made available to current and prospective donors.

6. Stewardship

6.1 The NHCB will manage funds prudently and responsibly. All financial reports will be factually accurate and complete in all material respects.

6.2 The organisation will ensure that all spending practices and policies are fair, reasonable and appropriate to fulfilling the organisation's mission.

6.3 Any discovered unauthorized, irregular or fruitless and wasteful expenditure, must immediately be reported, in writing, to all members of the Executive Committee to determine what action, if any needs to be taken.

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7. Gifts and hospitality

Committee members must not accept gifts or hospitality in relation to their work with the NHCB.

8. Relationship with other organisations

The NHCB is an independent organisation registered as a heritage and conservation body with Heritage Western Cape. The organisation will work to develop and maintain relationships with Heritage Western Cape and other organisations who share common goals, principles and ethical standards.

9. Breach of this Code of Ethics

9.1 Any member or committee member who breaches this Code of Ethics, shall be subject to a disciplinary procedure and may inter alia have their membership of the organisation terminated.

9.2 Allegations or complaints regarding such a breach may be lodged with the Chairperson or such delegated person/s by any interested or affected party, and should be accompanied by a written description of the alleged breach, specific clause/s of the Code which have been transgressed, as well as the relationship between the complainant and the member, if any;

9.3 The Chair or delegated person/s will then investigate and adjudicate said complaint as speedily as possible ensuring a fair and appropriate procedure and will decide on appropriate action. Disciplinary action may take the form of a reprimand, suspension or termination of membership.

9.4 The defendant will have the right to appeal the decision before an independent arbitrator who must be appointed by the NHCB Steering Committee within fourteen (14) days of being notified in writing of the decision to appeal. The independent arbitrator shall be approved by both parties, shall be the master of the proceedings and shall issue a written reasoned decision. In the event that the two parties cannot agree on an arbitrator within the time stipulated, the Steering Committee shall appoint an independent arbitrator and the Steering Committee's decision shall be final and binding upon the appellant.

10. Amendments

Any amendments to this Code of Ethics shall be done in writing and approved at the AGM or Special General Meeting of the NHCB.

Approved at a Steering/Executive Committee meeting on this day

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And passed by Members at a Special General Meeting on this day

Signed:

Chairperson's Name:

K. GEORGALEA

Q

A



Date:

2023/01/16

Signature and date

Secretary Name: THOMAS COLE

Date: 16/01/2023

Signature and Date:

A handwritten signature, possibly 'TC', written in ink.

Reference:
Resource: Association of Professional Heritage Practitioners
Mpumalanga Historical Interest Group
Heritage Western Cape Code of Conduct for Council, Committees and Members of Council

NAPIER HERITAGE AND CONSERVATION BODY

CODE OF ETHICS

APPROVED AT A MEETING OF THE STEERING/EXECUTIVE COMMITTEE ON 5 DECEMBER 2023

16 January 2024

SIGNED:

NAME: KENT GEORGALA

SIGNATURE:

NAME: Randall Fuller

SIGNATURE:

NAME: Okko de Jager

SIGNATURE:

NAME: Marina Richards

SIGNATURE:

NAME: Marilyn Budow

SIGNATURE:

NAME: Tom Cole

SIGNATURE:

NAME: Ina Georgala

SIGNATURE:

NAME: Adri Lagenbach

SIGNATURE:

NAME: Megan Leyner

SIGNATURE:

Lesley Richardson

