



ASPA

CODE OF CONDUCT FOR MEMBERS

The following Code contains a statement of the basic values and principles which form the foundation of the business of members of the Association for Scottish Public Affairs in the Scottish Parliament. Members of the Association are expected to act with integrity and the Association will regulate the essential relationship of trust between the member and the client, between the member and the Scottish Parliament, and between members and their professional colleagues.

Members shall:

- a) be bound to abide by any rules of the Scottish Parliament designed to regulate their activities and to provide any information required by the Parliament as a condition of their obtaining access to Parliament.
- b) state the interest or interests they represent when in contact with members of the Scottish Parliament, their staff or officials of Parliament.
- c) refrain from any action designed to obtain information dishonestly and act at all time in such a way as to put their political integrity beyond question
- d) neither incorrectly claim nor conceal any formal relationship with the Scottish Parliament in any dealings with third parties
- e) not circulate for profit to third parties copies of documents obtained from the Scottish Parliament
- f) not employ any officials of the Scottish Parliament and shall comply, when recruiting former officials of the Scottish Parliament with any relevant provisions of the Parliament relating hereto
- g) not knowingly mislead Members of the Scottish Parliament, their staff or officials of Parliament
- h) not knowingly or recklessly disseminate false or misleading information and shall exercise reasonable care to avoid doing so inadvertently
- i) avoid any professional conflicts of interest
- j) save for reasonable hospitality, as defined by the Scottish Parliament, neither directly nor indirectly offer or give any financial or other inducement to any Member of the Scottish Parliament, any official of the Parliament or their staff. Members shall be willing participants in reminding the MSP if he or she has to declare an interest to the Scottish Parliament.
- k) honour confidences given in the course of their professional activity
- l) shall take reasonable steps to safeguard any pass issued to them for the purposes of gaining access to the Scottish Parliament and shall not give any such pass to any member of their staff or any third party
- m) when required by the appropriate authorities of the Scottish Parliament surrender any pass issued to them
- n) not employ or offer any board appointment or pay any retainer or commission to any member of the Scottish Parliament, except that corporate members of the Association which are voluntary, charitable or non-profit-making bodies may offer an unpaid appointment to a Member of the Scottish Parliament provided that:
 - the offer of such appointment does not contravene any rule, order or regulation of the Scottish Parliament
 - any conflict of interest of either a pecuniary or non-pecuniary nature is declared by or on behalf of the member of the Association whenever it arises.