

PTI UK

PTI UK Code of Conduct

The Way We Work

PTI UK

8/3/2014



PTI UK Code of Conduct (Jan. 2014)

(Applies to all regions within the UK)

Change Control

Date	By	Changes	Comments
Last year presented in Nov 2013 for the first review	PTI UK EB 2013		
5 th Jan, 2014 in Birmingham meeting for ratification	PTI UK 2013		Approved by all
Editorial changes	PTI UK 2014	<ul style="list-style-type: none"> Elected bodies region changed from 9 to 12 Change Control added in Title page added in 	To be sent to PTI UK Gen Sec to obtain approval from OIC
Changes added as requested by Office of International Chapters	PTI UK 2014 25.10.2014	National body & 3 tier structure	Bench marked and ready to be sent for publication

1. Application

1.1 PTI UK is a registered entity in the United Kingdom. This Code applies to you as a member of Pakistan Tehreek Insaf (PTI) UK, (“PTI UK”) and it is your personal responsibility to comply with the requirements of this Code. This Code applies to you whenever you act in the capacity of an elected or member of the PTI UK, including –

1.1.1 at meetings of the PTI UK

1.1.2 When acting as a representative of the PTI UK

1.1.3 In taking any decision as an elected member or nominated members

1.1.4 In discharging your functions as a PTI UK members

1.1.5 at events/gathering

1.1.6 at site visits representing/speaking on PTI behalf

1.1.7 when corresponding with PTI other than in a private capacity including the usage of all media e.g. print, electronic and social media

1.2 Where you act as a representative of PTI UK in the UK or abroad, you must, when acting, comply with this code of conduct.

2. Interpretation

In this document:

2.1 ‘PTI UK’ – means the National and Regional Elected Bodies across the United Kingdom consists of ‘elected members’ elected as a result of the PTI UK Intra Party Election.

2.2 Currently there are 12 elected bodies across the United Kingdom as of 17th April 2014; and

2.3 PTI UK National Body consists of President and General Secretary as of 17th May 2014.

3. The PTI UK Context

3.1 This Code has been developed in the context of the specific (and unique) governance arrangements of PTI UK. PTI UK has a three tier governance structure (providing governance at national, regional and local levels) comprising:

- The national governing body, consisting of a President and General Secretary elected on a national level and elected President of all UK regions;
- The regional governing body, consisting of a President, Vice President, General Secretary, and Information Secretary elected on a region basis;

- Regional Executive Board or local boards, with members elected/selected by the regional governing body

3.2 The governing body and the Regional Executive Board share the decision-making responsibilities of the respective jurisdiction i.e. national or region.

- The national governing body will focus on the big picture and on UK-wide strategic decision;
- The regional governing body will focus on the big picture and on region-wide strategic decisions;
- Local boards will represent their local communities and make decisions on local issues, activities and facilities. All the official business will be undertaken within the party framework and establish procedures, however, autonomous within their respective areas of decision-making.

4. Objective

4.1 The objective of the code is to establish a system of accountability and credibility and to enhance:

- The effectiveness of the PTI UK in meeting its responsibilities for good local governance;
- The credibility and accountability of the PTI UK within its community; and
- Mutual trust, respect and tolerance between all elected members, Office bearers, sub committees and wider PTI membership including PTI Pakistan.

5. Use of Registered Name

5.1 PTI UK will make sure that all paid members are issued with a valid PTI UK Membership Card. All PTI UK official stationary/merchandise and communication will be duly authorized by the respective elected bodies. Only elected office bearers and officially authorized nominees are permitted to use registered name or logo i.e. 'PTI UK' or 'Pakistan Tehreek-e-Insaf UK' on their visiting cards or letterheads.

5.2 The key aim for all PTI members would be to promote PTI UK in a positive way. Elected Bodies must actively engage members as per their skills and experience and in the best interest of the party. Therefore, the continuation of promoting of particular panel names used during intra-party elections by successful candidates and runner-ups must stop immediately after the election results are announced and therefore, must function under and promote PTI UK as a branding and fully cooperate with the elected setup.

6. Protect the reputation of PTI UK & act in best interest of the party

6.1 PTI UK is a trusted and respected political organization which is a great asset for our main party in Pakistan. All office bearers and members must act professionally and ethically to protect the reputation of the party and always act in the best interest of the party.

7. Who can hold PTI events in the UK?

7.1 PTI UK believes in true democratic norms which allow all members to freely express themselves and assemble anywhere or any time that help promote PTI and its key messages. To achieve this, each region should establish an event committee, consisted of key stakeholders including elected and non-elected members working under the elected body of that region, who make decision in the best interest of party. For PTI UK wide event, there should be a central event committee established and agreed by all PTI UK regions. Therefore, any events must be approved by the respective event committee and should not proceed until approval granted.

7.2 Official events such as members' convention or press conferences can ONLY be held in consultation with the elected body and its appointees and must be consulted and approved. PTI UK shall take no responsibility of any event held without following the agreed outlined procedure (above) and will implement the relevant clauses of this code as appropriate and required.

7.3 Any PTI fund raisers event must be arranged after consultation with Elected Body, Finance Board and OIC.

8. Who can represent PTI in media or issue press releases?

8.1 The media plays an important part in reaching out to people. In order to fulfill this role, the media needs access to accurate, timely information about the affairs of the Party. From time to time, individual members will be approached to comment on a particular issue either on behalf of the Party, or as an elected member in their own right. PTI UK believes in stronger and capable representation of PTI in all relevant media to reach out and explain the party standing on various issues. To achieve this, each region should establish a media team, consisting of key stakeholders including elected and non-elected members working under the elected body of that region, who make decisions in the best interest of the party. The aim would be to bring those people on board who are experienced and capable to positively represent PTI in the media. Members interested to represent PTI in media should go to their respective Media team for approval. If someone request for media appearance is declined then a valid reason must be provided to avoid favoritism or allegation of favoritism.

8.2 Only elected officials can represent and issue press releases on the official stance and the party policy matters of the PTI in Media. PTI shall take no responsibility of personal opinion highlighted by any media or aired during any TV programs, press releases or social media.

9. Elected PTI representatives

9.1 All elected members must ensure that they attend their regional CEC meetings and contribute effectively unless there is a valid reason given for their absence. Elected members must not miss more than 3 consecutive meetings continuously. And if missed MUST step down from position unless there is a valid reason given for their absence. All members must work actively to further the cause of the party and must not just enjoy the privileges attached to the party official titles. There should be minimum 6 meetings per year.

10. Regional appointments

10.1 Regional elected representatives may appoint members for different roles within their region. However, appointees must be permanent resident of the respective region where he/she intends to carry out his/her duties. Elected representatives found in violation of this shall be dealt with as per the Disciplinary policy.

10.2 In addition, if an appointee is found to fraudulently mislead elected representatives of their actual region of residence in order to secure appointment, he/she will be disciplined and, any appointment letter issued shall be deemed null & void immediately on discovery of actual proof of his/her residence.

11. Use of confidential data

11.1 PTI is committed to maintaining the confidentiality and security of all information and, working within the data protection laws when dealing with confidential information i.e. membership database or official documents which are not for public use or domain.

11.2 All officials those who serve PTI UK in any capacity must not use membership database, during or after their tenure, for any purposes other than official communication for Pakistan Tehreek-e-Insaf. This includes sending unsolicited emails to large groups of people who entrusted party officials with their contact details while they were in office.

12. PTI's reputation & values

12.1 PTI members / office bearers / representatives must act professionally and ethically. They must do all they can to meet high expectations and, support others to help protect the party's reputation.

13. Honesty and integrity of PTI officials & members

13.1 Officials and members must perform their duties with diligence; deal fairly and honestly with everyone. They must not air party differences in public or in the press and do their best to take up issues as per the party policies and procedures e.g. Conflict Resolution Committee.

14. Respect diversity and difference of opinion

14.1 All members irrespective of social class; gender; ethnicity; colour or religion enjoy equal rights and privileges associated with membership of PTI.

14.2 We must respect difference of opinion and debate in a civilized manner to convince our fellow colleagues or members of public in general; PTI in no circumstances will tolerate disrespect; bullying; harassment or intimidation of anyone within or outside the party.

15. Respect of all members including senior members; offices & official representatives of the party

15.1 PTI believes that there should be mutual respect when dealing with people. Respect of all members should be the overriding principles of all our business and dealing. PTI does not discriminate on the basis of length of membership of its members. However, for smooth functionality and responsibility there are different tiers of office bearers whose position and office must be respected i.e. offices of Chairman; Secretary General; Office of International Chapters etc.

15.2 PTI shall not tolerate ridiculing of any of its offices or representatives and, reserve the right to take action against those who violate party discipline. Issuing press releases; campaign on social media; mass text messaging or email chains against party offices or its representative shall be deemed as ridicule.

15.3 All party members must adhere to appropriate lines of communication (elected regional/national officials, OIC and Office of Secretary General) and should go through only appropriate channel. Any individual starting a mass email chains and adding irrelevant party officials will be dealt with show cause notice, suspension upto and including party membership termination.

16. Party meetings & participants' behavior

16.1 Party meetings are the main source of party development & progress where ideas are exchanged and targets are determined and, tasks are assigned. We must maintain proper decorum in party meetings and be polite, courteous and forgiving in all interaction with party members

16.2 The Party meetings should be conducted with proper decorum giving due respect to party officers; the minutes of the meeting must be recorded; decisions and tasks assigned should be recorded clearly in every meeting; people responsible for

implementing the decisions/tasks should be identified in writing and the relevant time frame for completion of the tasks should also be written down.

16.3 PTI representatives must ensure that only party members are allowed in internal meetings. Party meetings must be conducted with proper decorum giving due respect to all participants. Participants must not use abusive language at any point during or after the meeting. Simultaneously, Chair of the meeting must allow each participant a fair chance to speak and express their opinion freely. For more inclusive approach, PTI must organize public meetings that are open to all party members to enable them to share their points of view.

17. Conflicts and their management – we identify conflicts and manage them responsibly.

17.1 If there is an evidence of conflict between individuals/office bearers the matter should be handled by a conflict resolution committee. Letters/emails/ text messages which have the potential of wide circulation should not contain disparaging and insulting remarks. Circulation of emails on controversial issues should be limited to concerned individuals and officials only.

18. Improper receipt of payments or benefits on behalf of PTI

18.1 Officials or members of PTI must not collect funds on behalf of PTI unless authorized by the respective regional executive committee and Finance Board. Funds must only be collected via defined procedure which enables audit trail and, must only be deposited into official bank account. They must not accept gifts of any sort which create obligations or expectations that could give rise to conflict with PTI's policies and goals.

19. PTI's constitution, policies and procedures

19.1 All officials and members must respect and follow party's constitution, policies and procedures.

20. Complaints

20.1 Any complaint against a member or elected member breaching this Code of Conduct, shall be made to the respective Committee of that region or as otherwise permitted by law.

21. Report any breaches of the Code of conduct and, policies & procedures as defined in the constitution

21.1 Officials and members have the responsibility to comply with code of conduct and party constitution.

21.2 A written complaints in relation to the violation of the code of conduct must be filed as per the procedures outlined in the Disciplinary Policies of PTI UK.

22. Violation of code of conduct (CoC):

22.1 Any member breaching this code of conduct or knowingly allowing others to do so on their behalf will be dealt with as explained in this document.

22.2 Disciplinary action shall be invoked against PTI officials or members found in breach or violation of the above code of conduct.

23. PTI UK members contesting Intra party election

23.1 Anyone contesting for a position must submit a prescribed Self Declaration form along with Personal Disclosure (this is in line with party's moral code and corruption Policy).

This is an evolving document, any further amendments if necessary, to be made in consultation with relevant stakeholders.