

**ALTRINCHAM BID COMPANY**  
**CODE OF CONDUCT**  
**FOR**  
**BID ADVISORY GROUP MEMBERS**

1. Strive to attend all meetings, sending apologies to the BID Manager for necessary absences.
2. Prepare for the meeting by reading the agenda, papers, monthly newsletter and any emails before the meeting.
3. Talk to the BID Manager before the meeting if you need to clarify anything.
4. Arrive on time. Stay to the end.
5. Participate fully in the meeting.
  - Listen to what others have to say and keep an open mind.
  - Contribute positively to the discussions.
  - Try to be concise.
  - Help others concentrate on the meeting. Discourage side conversations.
7. Have the best interests of Altrincham BID/BID Levy Payers in mind at all times.
8. Draw attention to any potential conflicts of interest that may arise in the meeting.
9. Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.
10. Abstain from all political activity, and on matters directly related to the BID, you should not make political statements or engage in any other political activity. You should inform the BID Manager before undertaking any significant political activity.
11. Discussions within the BID Advisory Group may lead BID Advisory Group Members to be in receipt of confidential information, members are expected to take all measures necessary to secure any confidential information and will enter into a separate Confidentiality Agreement.
12. Any individual on a BID Advisory Group can be asked to leave the group by the BID Board if they fail to perform the duties required of them in line with the standards set out in the Code of Conduct.

Thank you for your ongoing support.

The BID Board.

Signed as a Code of Conduct by.....

Name.....

BID Advisory Group Member

Date.....