

## BONSUCRO – CODE OF CONDUCT REPORTING GUIDELINES

1. Bonsucro operates a reporting scheme for members to report on their compliance with the Code of Conduct
2. Members should report annually in line with these Guidelines and using reporting templates shared by Bonsucro for:
  - 2.1 Member *Code of Conduct Self-Assessment*
  - 2.2 Member *Continuous Improvement Report*,
3. Bonsucro will publish aggregated and anonymised data from Members' Continuous Improvement Reports but will not disclose individual reports
4. The Code of Conduct Self-Assessment is due:
  - 4.1 For current Members: on 31<sup>st</sup> March 2021;
  - 4.2 For candidate members: at the time of membership application. This is to ensure that on joining Members have assessed their ability to meet their obligations under the Code of Conduct and developed any necessary action plans to bring them into compliance.
5. The Continuous Improvement Report is due:
  - 5.1 For current Members: not before 31<sup>st</sup> March 2021 or later date to be decided by Bonsucro;
  - 5.2 For candidate members: Not applicable until the reporting year after they have become members.
5. Member Cohorts reporting must include all member entities specified within their Bonsucro membership.
6. Bonsucro will review and, where appropriate, query the contents of the Self-Assessment and/or Continuous Improvement Report, with its members.
7. Where, following review, Bonsucro considers that a Member is not in compliance with the Code of Conduct, it may (in its absolute discretion) ask the Member to produce a time-bound action plan to address any issues of non-compliance, and Bonsucro may monitor compliance with that action plan.
8. Where Bonsucro and the Member disagree as to whether there is non-compliance with the Code of Conduct, or as to the necessary scope of the action plan, Bonsucro may (in its absolute discretion) refer the matter to Bonsucro's Grievance Mechanism.