



General Policy and Confidentiality Procedures

These are the general policies and principles applicable to all those acting on behalf of CSFS or working as representatives of CSFS.

All CSFS members are bound by the Code of Conduct, available on the website.

Revised Expenses policy (September 2015)

Council Members on CSFS Business (ie attending council meetings or other activities formally requested by the CEO or the President)

- Standard Class Rail Travel or mileage – every attempt should be made, where possible to travel in the most economical way. Please be mindful that travelling by car may be cheaper if it allows more than one person to travel together and/or reduces the requirement for overnight accommodation
- Overnight accommodation (where required) will be reimbursed against receipts – if making your own booking agreement is required for any single hotel night over £90. If approval is not given prior to booking you will be required to pay any amount over and above £90 per night
- Meals are reimbursed against receipts up to a maximum of £12.50 for lunch and £26.25 per an evening meal. The cost of any alcohol will not be reimbursed

Society Members or Non Members on official CSFS Business (formally inviting to attend & present at a conference and formally represent CSFS)

- Standard Class Rail Travel or mileage – every attempt should be made, where possible to travel in the most economical way. Please be mindful that travelling by car may be cheaper if it allows more than one person to travel together and/or reduces the requirement for overnight accommodation
- Overnight accommodation (where required) will be reimbursed against receipts – if making your own booking agreement is required for any single hotel night over £90. If approval is not given prior to booking you will be required to pay any amount over and above £90 per night
- Meals are reimbursed against receipts up to a maximum of £12.50 for lunch and £26.25 per an evening meal. The cost of any alcohol will not be reimbursed
- Speakers putting themselves forward via the call for paper will receive a standard day delegate package only

Society Members or Non Members at Society led meetings (ie CoPC or PEAC)

- No reimbursement of travel expenses
- No reimbursement of overnight accommodation unless by prior agreement (where return travel within one day is not possible)

Society assessors of consultants on contracted CSFS business

- Agreed day rate (number of days fixed by prior agreement)
- Standard Class Rail Travel or mileage – every attempt should be made, where possible to travel in the most economical way. Please be mindful that travelling by car may be cheaper if it allows more than one person to travel together and/or reduces the requirement for overnight accommodation
- Overseas day rates may be adjusted on a case by case basis – travel will always be paid to cover Economy class travel
- Overnight accommodation (where required) will be reimbursed against receipts, generally it is easier for the Office to make the appropriate bookings – if making your own booking agreement is required for any single hotel night over £90. If approval is not given prior to booking you will be required to pay any amount over and above £90 per night



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- Meals are reimbursed against receipts up to a maximum of £12.50 for lunch and £26.25 per an evening meal. The cost of any alcohol will not be reimbursed

CSFS Autumn Conference

- All officers are expected to attend the annual awards dinner and AGM, they will receive a full 24 hour package and associated travel expenses as outlined above
- Other members of council will, if carrying out specified activities, ie speaking, chairing sessions or hosting workshops will receive a full 24 hour package and associated travel expenses as outlined above
- If you wish to attend any other parts of the conference you will be asked to pay the standard members rates and no travel expenses will be reimbursed.

General

- All expenses should be submitted on the appropriate form by no later than the 10th of the month following the month in which the expenses are incurred.
- There should be a single submission each month
- Expenses will be paid, wherever possible within 14 days of receipt and no later than the last working on the in which they are submitted

Disclosure Policy

A requirement of sitting on a CSFS committee or subcommittee or acting as an assessor for CSFS, is that you agree, where appropriate, that your views (attributed to you) are shared with other CSFS trustees, employees, assessors and other committee members in order for normal business to flow effectively. If you wish for your views (however expressed i.e. in writing, email or verbally) not to be shared internally (or to not be attributed to you) it is your responsibility to make that clear at the time of expressing your views. All comments and views expressed in all CSFS internal committee and subcommittee meetings will be minuted and attributed to the relevant person unless otherwise stated at the time.

Your views will not be shared externally unless by prior permission. If published externally they will only be directly attributed to a named person (you) with your express permission.

Confidentiality Policy and Agreement

Confidential Information: any information relating to the business of The Chartered Society of Forensic Sciences (“the Society”) and any Disclosing Party which is not publicly available including, but not limited to, any information specifically designated by the Society or a Disclosing party as confidential; any information supplied to the Society or a Disclosing party by any third party in relation to which a duty of confidentiality is owed or arises; and any other information which should otherwise be reasonably regarded as possessing a quality of confidence or as having commercial value in relation to the business of the Society or a Disclosing party.

1. Disclosure

1.1 In consideration of work undertaken on behalf of The Chartered Society of Forensic Sciences, I understand that in dealing with various institutions and companies (the “Disclosing Party”) I will become party to Confidential Information and other information (whether or not contained in documents). Accordingly, I undertake that I shall not at any time from the date of this letter, either:



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- (a) communicate or otherwise make available the Confidential Information to any third party; or
 - (b) use the Confidential Information for any purpose other than in connection with the work I undertake for the Society.
- 1.2 I may disclose the Confidential Information to the minimum extent required by:
- (a) any order of any court of competent jurisdiction or any competent judicial, governmental or regulatory body; or
 - (b) the laws or regulations of any country with jurisdiction over our affairs (provided, in the case of a disclosure under the Freedom of Information Act 2000, none of the exemptions to that Act applies to the Confidential Information disclosed).
- 2. Limitations on obligations**
The obligations set out in paragraph 1 shall not apply, or shall cease to apply, to such of the Confidential Information as I can show to the reasonable satisfaction of the Society has become public knowledge other than through disclosure by me in breach of this agreement.
- 3. Disclosure by a third party**
In the event that any Confidential Information covered by this agreement is disclosed to me by a third party (who is not the Society or a Disclosing Party), I shall inform the Society immediately and will not be held liable for any such third party disclosure.
- 4. Return of the Confidential Information**
I shall, whenever requested, return to the Society all documents and other records of the Confidential Information or any of it in any form and whether or not such document or other record was itself provided by the Society.
- 5. Governing law and jurisdiction**
This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales. The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this letter or its subject matter or formation (including non-contractual disputes or claims).

I agree to the terms of the policies listed above:

Name: _____

Signed: _____

Date: _____