**APPENDIX A**

**Principle of proportionality**

The principle of proportionality is an important general principle of law and ethics and may be understood as a test of fairness and reasonableness. The principle is context-dependent, somewhat nuanced and may, in any given situation, be in conflict with established procedures and ways of working.

The principle, as far as the day to day work of Commonword is concerned, may be understood in the following way:

* The content and form of action shall not exceed that which is necessary to achieve stated objectives, i.e. action must be relevant and limited in scope to the required outcomes.

In deciding what this may mean the following three conditions may be used as a starting point:

* Importance of objective
* Relevance of means
* Most favourable option

It is important to remember that due consideration must be given to the likelihood that a favourable outcome is achievable, and that in considering any action the principle must also, and equally, be applied to Commonword and/or any other relevant parties. For example, consideration should be given to whether or not any proposed action is a proportionate use of available resources.