

## TRUSTEE CODE OF CONDUCT

Trustees of **Cambusbarron Community Development Trust** are acting on behalf of the members of the Trust and are in a position of “trust” and responsibility. To uphold the integrity of this position, all Trustees are asked to fully understand and adhere to this Code of Conduct, indicating any potential conflicts of interest.

### Organisational values

As a Trustee of Cambusbarron Community Development Trust (CCDT), I promise to abide by the fundamental values that underpin all the activity of this organisation. These are:

- **Accountability**

Everything CCDT does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, Parliament and the courts.

- **Integrity and honesty**

These will be the hallmarks of all conduct when dealing with colleagues within CCDT and equally when dealing with individuals and institutions outside it.

- **Transparency**

CCDT strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and Parliament.

Additionally, I agree to the following points:

### Law, mission, policies

- I will not break the law or go against charity regulations in any aspect of my role of Trustee.
- I will support the mission of CCDT and consider myself its guardian.
- I will abide by CCDT organisational policies.

### Conflicts of interest

- I will always strive to act in the best interests of CCDT.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the Board and do as it requires regarding potential conflicts of interest.

### Person to person

- I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact within my role as trustee.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact within my role as trustee.

### **Protecting CCDT's reputation**

- I will not speak as a trustee of CCDT to the media or in a public forum without the prior knowledge and approval of the Chair.
- When prior consent has not been obtained, I will inform the Chair at once when I have spoken as a trustee of CCDT to the media or in a public forum.
- When I am speaking as a trustee of CCDT, my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of CCDT and those who work in it.
- I will respect organisational, board and individual confidentiality.
- I will take an active interest in CCDT's public image, noting news articles, books, television programmes and the like about CCDT, about similar organisations or about important issues for CCDT.

### **Personal gain**

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure.
- I will not accept gifts or hospitality without prior consent of the Chair.
- I will use organisational resources responsibly, in accordance with procedure.

### **In the boardroom**

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by CCDT
- I will abide by board governance procedures and practices.
- I will strive to attend all board meetings, giving apologies ahead of time if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or board to speak of it.

### **Enhancing governance**

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees based on merit.
- I will support the Chair in his/her efforts to improve his/her leadership skills.
- I will support staff in their role and, with my fellow board members, seek development opportunities.

### **Leaving the board**

- I understand that substantial breach of any part of this code may result in my removal as a trustee from CCDT.
- Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

**While in the position of Trustee with CCDT, I agree to abide by this Code of Conduct.**

**TRUSTEE NAME:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_