

Code of Conduct for Trustees

Introduction

We believe in providing the relevant support for people who come to us. We will accept them as individuals and respect their beliefs, needs and wishes.

We aim to provide a positive environment in which to support people of all ages to reach their potential.

Impact Initiatives Trustees have agreed on the values below which underpin all of our work and this code of conduct to set out a framework in which to operate.

Our Values

Collaboration Integrity Empowerment Effectiveness Creativity Accountability

We use our values to describe the way we want to be, and how we want to be seen by everyone who comes into contact with us

Accountability

Everything Impact Initiatives does will be able to stand the test of scrutiny by the public, the media, charity regulators, members and stakeholders including funders.

Integrity and Honesty

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

Transparency

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

Impact Initiatives trustees agree to hold and work in line with the values listed above and agree to the following points:

Trustee Code of Conduct:

All Impact trustees agree:

Conflicts of Interest

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

Person to Person

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

Protecting the Organisation's Reputation

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

Personal gain

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

- To use organisational resources responsibly, when authorised, in accordance with procedure.

In Board Meetings

- To strive to live up to the trust placed in me by the organisation.
- To abide by board governance procedures and practices.
- To strive to attend all board meetings, giving apologies ahead of time to the Chair if unable to attend.
- To 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.
- To honour the authority of the Chair and respect their role as meeting leader.
- To engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- To accept a majority board vote on an issue as decisive and final.
- To maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or board to speak of it.
- To work to avoid conflict in the boardroom and seek external support to do this when necessary.

Enhancing Governance

- To participate in induction, training and development activities for trustees.
- To continually seek ways to improve board governance practice.
- To strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
- To support the Chair in their efforts to improve their leadership skills.
- To support the Chief Executive in their role and, with my fellow board members, seek development opportunities for them.

Leaving the Board

- I understand that substantial breach of any part of this code may result in my removal from the trustee board.
- 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.

This Code of Conduct was adapted from NCVO's publication Best Behaviour: Using trustee codes of conduct to improve governance practice

Full Name:

Signed:

Date: