



Trustee Code of Conduct

Organisational values

As a trustee of HA21 I promise to abide by the fundamental values that underpin all the activity of HA21. These are:

- **Accountability**

Everything HA21 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 HA21 and equally when dealing with individuals and institutions outside it.

- **Transparency**

HA21 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 and consider myself its guardian.
- I will abide by organisational policies.

Conflicts of interest

- I will always strive to act in the best interests of HA21.
- 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 Executive Committee 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 with in my role as trustee.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.

Protecting HA21's reputation

- I will not speak as a trustee of HA21 to the media or in a public forum without the prior knowledge and approval of the Chair or Communications Officer.
- When prior consent has not been obtained, I will inform the Chair or at once when I have spoken as a trustee of HA21 to the media or in a public forum.
- When I am speaking as a trustee of HA21, 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 HA21 and those who work in it.
- I will respect organisational, Executive Committee and individual confidentiality.
- I will take an active interest in HA21's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

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 substantial gifts or hospitality without prior consent of the Chair.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

In Executive Committee Meetings

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by HA21.
- I will abide by Executive Committee governance procedures and practices.
- I will strive to attend all Executive Committee meetings, giving apologies ahead of time to the Chair 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 Executive Committee vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in Executive Committee meetings unless authorised by the Chair or Executive Committee to speak of it.

Enhancing governance

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

Leaving the Executive Committee

- I understand that substantial breach of any part of this code may result in my removal from the Executive Committee.
- Should I resign from the Executive Committee 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 taken from the NCVO's (National Council for Voluntary Organisations) publication Best Behaviour: Using trustee codes of conduct to improve governance practice.

see www.ncvo-vol.org.uk/askncvo/index.asp?id=626&terms=agenda