



VOLUNTARY ACTION  
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## **Codes of Conduct**

### **Codes of Conduct for Trustees**

Trustees should familiarise themselves with the Nolan Principles and act in accordance with them.

Trustees must have a good understanding of, and be sympathetic with the aims and objects of the charity and act in accordance with the governing document at all times.

Trustees must act and make decisions in the best interests of the charity, its present and future beneficiaries.

Trustees should do their best to avoid conflicts of interest and when they do find themselves conflicted should refer to the Conflict of Interest policy. Where assistance and advice is required for the trustees to be able to make the most appropriate decision affecting the charity, that assistance or advice should be sought from an appropriate source and considered carefully.

Trustees must not receive any financial or non-financial benefit that is not explicitly authorised by the governing document or the Charity Commission. Trustees should not exert any influence to garner any preferential treatment for themselves or their family or other connected persons.

Trustees are jointly and severally liable for their decisions; therefore decisions should be taken together as a team, recorded accurately in the minutes, and communicated to staff, beneficiaries or funders in a unified manner.

Trustees are accountable to a range of interested parties for their actions and as such decision making and governance issues should be as transparent as possible except where confidentiality is required.

Should a trustee feel that they require further guidance or training in their role it is their responsibility to inform the Chair or Chief Officer, who will assist the trustee to access the information, training or additional guidance which they require.

Trustees should act reasonably and honestly at all times. Trustees must have a duty of care to act prudently and reasonably.

Trustees must not delegate control and accept ultimate responsibility and accountability for what is delegated.

Trustees must play an active role in trustee board meetings, having spent time reading and digesting board papers in preparation for the meeting. Trustees should

speak to the Chair or Chief Officer in advance of the meeting if they need clarification on any issue.

At meetings trustees should: participate fully, listen to what others have to say and keep an open mind. They should contribute positively to discussions and try to be concise. They will help others concentrate on the meeting and will actively discourage any side conversations.

Any information of a confidential nature must remain so outside the confines of the meeting.

### **Code of Conduct for Staff**

Each staff member has access to an Employee Handbook in which various policies outline how staff are expected to conduct themselves.