A simple model code of conduct

It is the responsibility of management committee members or trustees to:

- Act within the governing document and the law – being aware of the contents of the organisation's governing document and the law as it applies to [organisation name].
- Act in the best interest of [organisation name] as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing [organisation name] into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- Respect confidentiality – understanding what confidentiality means in practice for [organisation name], its board and the individuals involved with it.
- Have a sound and up-to-date knowledge of [organisation name] and its environment – understanding how [organisation name] works and the environment within which it operates.
- Attend meetings and other appointments or give apologies – considering other ways of engaging with the organisation if regularly unable to attend trustee meetings.
- Prepare fully for meetings and all work for [organisation name] – reading papers, querying anything you don't understand and thinking through issues in good time before meetings.
- Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

Trustees are expected to honour the content and spirit of this code.

Signed . . . . . .
Name . . . . . .
Date . . . . . .