

# TRUSTEES CODE OF CONDUCT POLICY

## Selflessness

The trustees of C-Change West London (CCWL) have a general duty to act in the best interests of CCWL as a whole. They should not do so to gain financial or other material benefits for themselves, their friends or the organisation they represent, if applicable.

## Integrity

The trustees of CCWL:

- should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role
- should, as well as avoiding actual impropriety, avoid any appearance of improper behaviour
- should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement

## Objectivity

In carrying out their role, including making staff and trustee appointments, awarding contracts or transacting other business, the trustees of CCWL should ensure that decisions are made solely on merit.

## Accountability

The trustees of CCWL:

- have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in CCWL
- are accountable for their decisions and actions to the public, funders and service users and must submit themselves to scrutiny as appropriate to their role

## Openness

The trustees of CCWL:

- should ensure that confidential material, including that about individuals, is handled with due care
- should be as open as possible about their decisions and the action they take and give reasons for their decisions and restrict access to information only when the wider interest clearly demands

## Honesty

The trustees of CCWL:

- have a duty to declare any interests relating to their trustee role and to take steps to resolve any conflicts that may arise
- must resolve any conflict between their private interests and their trustee duties in favour of the trustee role
- must make relevant declarations of interest in their different roles both within and outside CCWL

## Leadership

The trustees of CCWL:

- should promote and support the principles of leadership by example
- must respect the roles of staff and volunteers

**Further information** about governance codes of conduct and additional model codes of conduct can be found at: <http://www.governancepages.org.uk/sample-documents/codes-of-conductgovernance-codes/>