



3. General conduct

- 3.1. Trustees are required to act with honesty and integrity and exercise good judgement, which may include seeking professional advice on appropriate matters on which the Board does not have relevant expertise.
- 3.2. Charities trustees are required to act in the best interests of the charity at all times.

4. Independence

- 4.1. Trustees are required to act independently, particularly in relation to assets, property, legal and regulatory obligations.
- 4.2. Trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the charity or its volunteers and employees. More specifically, they:
 - 4.2.1. 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 duties;
 - 4.2.2. must avoid actual impropriety and any appearance of improper behaviour.
- 4.3. Trustees must not act in order to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for.
- 4.4. Trustees should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as charity trustee. Any gifts or hospitality received in any connection to CCT should be in strict accordance with the Gift and Hospitality Policy.

5. Trustee roles

Trustees should:

- 5.1. understand and perform their roles and responsibilities to the best of their abilities at all times;
- 5.2. be prepared to provide adequate time and commitment as required to fulfil the role of charity trustee, adequately preparing for meetings and participating in committees and special events when required.

6. Board meetings

Trustees should:

- 6.1. aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others;
- 6.2. always respect the authority of the Chair and the chairperson of any meeting;
- 6.3. bring a fair and open-minded view to all discussions of the Board, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of the charity;
- 6.4. bring a genuinely independent perspective to enhance decision-making, given that charity trustees share responsibility for board decisions;

- 6.5. ensure their contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other charity trustees.

7. Members

Trustees should:

- 7.1. aim to support members in carrying out volunteering duties and always, in terms of their conduct, serve as an example of how everyone in the charity should conduct themselves in order to reflect the values of the charity;
- 7.2. work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence;
- 7.3. accept and respect the difference in roles between the Board on the one hand and ordinary members on the other, ensuring that everyone works effectively and cohesively for the benefit of the charity and develops a mutually supportive and loyal relationship by:
 - 7.3.1. respecting decisions made by the Management Committee within its delegated powers and avoiding any actions that might undermine such decisions;
 - 7.3.2. not interfering in the performance by members in their volunteering duties while ensuring that they are held to account by the Management Committee.

8. Legal requirements and policies

Trustees must:

- 8.1. act in accordance with the CCT constitution and ensure that the charity complies with all applicable laws, including charity law, health and safety law, data protection law and employment law;
- 8.2. promote and preserve the obligations of confidentiality about sensitive board matters;
Note that the requirement for confidentiality may not apply if it becomes necessary for the charity trustee to inform the OSCR or any other statutory body about any matter that could threaten the future of the charity or could represent a breach of any law with which the charity is required to comply.
- 8.3. abide by the charity's Trustee Conflict of Interests Policy and ensure the charity's conflict of interest register is completed and updated as required;
- 8.4. abide by any equality and diversity, safeguarding, and health and safety policies and any other policies agreed by the Board;
- 8.5. ensure that claims for out-of-pocket expenses are made in accordance with the Expenses Policy.

9. Ownership and review

This code is owned by the Chair, who is responsible for updating it when required. The Board of Trustees shall review the contents of, and compliance with this code periodically.

10. Notes and additional information

- 10.1. In the event that any element of this policy appears to conflict with the Constitution of Coulter Community Trust, the latter shall take precedence as the definitive document.

10.2. In this document, the term *member* refers to ordinary and associate members, and trustees of CCT.