



## 1.2 Trustee Code of Conduct

A code of conduct for board members ensures high standards and makes it clear how any potential conflicting interests should be raised and dealt with:

### 1. Selflessness

Trustees of Family Action have a general duty to act in the best interest of Family Action as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from or represent.

### 2. Integrity

Family Action's Trustees 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;
- as well as avoiding actual impropriety, should avoid any appearance of improper behaviour;
- avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

### 3. Objectivity

In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, Family Action's Trustees should ensure that decisions are made solely on merit.

### 4. Accountability

Family Action's Trustees:

- 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 Family Action
- are accountable for their decisions and actions to the public, funders and service users. They must submit themselves to whatever scrutiny is appropriate to their role.

### 5. Openness

Family Action's Trustees should:

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



## **6. Honesty**

Family Action's Trustees:

- have a duty to declare interests relating to their Trustee role and to take steps to resolve any conflicts that may arise. Where private interests of a Trustee conflicts with their Trustee duties, he/she must resolve this conflict in favour of the Trustee role;
- must make relevant declarations of interest in the different circumstances and roles they play both within and outside Family Action.

## **7. Leadership**

Family Action's trustees:

- should promote and support the principles of leadership by example;
- should respect the role of the Chief Executive. There will be circumstances under which trustees will be working directly with Family Action's staff. Guidelines for such working relationships must be clear to both staff and trustees and should respect the line management structure of the Chief Executive and the Chair of Trustees.

## **8. Conflicts of Interest**

As reflected in Family Action's Articles (section 32), Family Action takes managing Conflicts of Interests with utmost importance. Declarations of any conflicts are on the agenda and made, and recorded in the minutes, before every Trustee Board and Board Committee. The Chair is responsible for the handling any Conflicts of Interest that may arise, as follows;

- any Trustee who has a financial interest in a matter under discussion, should declare the nature of his/her interest and withdraw from the room, unless he/she has a dispensation to speak.
- if a Trustee has any interest in the matter under discussion which creates a real danger of bias, that is, the interest affects him/her, or a member of his/her household, more than the generality affected by the decision: he/she should declare the nature of the interest and withdraw from the room, unless he/she has a dispensation to speak.
- if a Trustee has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision, he/she should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if he/she wishes.
- if in any doubt about the application of these rules, he/she should consult with the Chair.