



Code of Conduct for Trustees Policy

Version: 1.0

Approved: January 2025

Review due: January 2026

Version control

Version	Amendment(s)	Date approved

1. Introduction

Friends of Berrycroft (FoB) is committed to upholding the highest standards of integrity, professionalism, and ethical conduct. This Code of Conduct outlines the principles and expectations for Trustees in the performance of their duties to ensure that all actions and decisions reflect the values and mission of the charity.

The Charity Commission for England and Wales states that trustees are expected to take their responsibilities seriously, and are advised to follow the good practice outlined in the guidance to ensure the charity is run effectively and comply with their legal duties:

- To act in the best interests of the charity.
- Manage the resources of the charity responsibly.
- Act with reasonable care & skill.

2. Objectives

- To ensure Trustees uphold their legal duty, as outlined by the Charity Commission for England & Wales.
- To provide clear guidelines on the expected behaviour and conduct of Trustees.
- To promote and maintain the highest standards of integrity and accountability.
- To protect the reputation and interests of Friends of Berrycroft.

3. Principles of Conduct

3.1 Integrity

Trustees must act with honesty and integrity in all their dealings on behalf of the charity.

3.2 Accountability

Trustees are accountable for their actions and decisions and must submit to whatever scrutiny is appropriate to their role.

3.3 Transparency

Trustees must be open and transparent in their actions and decisions, ensuring that activities are carried out in an open and transparent manner.

3.4 Respect

Trustees must treat others with respect, fairness, and courtesy, fostering a culture of inclusivity and diversity.

3.5 Confidentiality

Trustees must respect the confidentiality of sensitive information acquired in the course of their duties and must not disclose such information without proper authority.

4. Responsibilities

4.1 Compliance with Laws and Policies

Trustees must comply with all relevant laws, regulations, and policies governing their activities and the activities of Friends of Berrycroft.

4.2 Commitment to the Charity

Trustees must demonstrate a commitment to the aims and objectives of Friends of Berrycroft and act in the best interests of the charity at all times.

4.3 Conflict of Interest

Trustees must avoid situations where personal interests conflict, or appear to conflict, with the interests of the charity. They must disclose any actual or potential conflicts of interest in accordance with the Conflict of Interest Policy.

4.4 Decision Making

Trustees must make decisions fairly, objectively, and in the best interests of Friends of Berrycroft, using the best available evidence and without bias.

4.5 Stewardship of Resources

Trustees must ensure the responsible and prudent management of the charity's resources, safeguarding its assets and ensuring financial integrity.

5. Conduct in Meetings

- Attend all meetings, giving apologies ahead of time to the Chair if unable to attend.
- Prepare for meetings by reading all papers provided in advance.
- Actively participate in discussions and decision-making processes.

- Respect the views of others and work collaboratively towards consensus.

6. Communication

- Trustees must communicate respectfully and constructively with fellow Trustees, staff, volunteers, and stakeholders.
- Trustees must not speak on behalf of the charity unless authorized to do so.
- Trustees must use social media and other communication channels responsibly, ensuring that any personal views expressed do not conflict with their role as Trustees.

7. Confidentiality

- Trustees must not disclose any information of a confidential nature relating to the charity without proper authority.
- Trustees must handle sensitive information with care and ensure it is used appropriately.

8. Gifts and Hospitality

- Trustees must not accept gifts or hospitality that could compromise, or appear to compromise, their independence and judgment.
- Any gifts or hospitality received in connection with their role must be declared and recorded in accordance with the Gifts and Hospitality Policy.

9. Training and Development

- Trustees are expected to participate in training and development opportunities to enhance their skills and knowledge relevant to their role as appropriate.
- Trustees must keep up to date with best practices and legal requirements relevant to their duties.

10. Breach of Policy

10.1 Reporting

- Suspected breaches of this policy should be reported to the Chair of Trustees.
- The Board will investigate all reported breaches promptly and thoroughly.

10.2 Consequences

- Trustees found to have breached this policy may face appropriate actions, including removal from the Board.
- Serious breaches may be reported to the relevant regulatory authorities.

11. Monitoring and Review

The Chair of Trustees will monitor compliance with this policy and report to the Board on any issues arising. This policy will be reviewed annually by the Board of Trustees to ensure it remains relevant and effective.

12. Communication

This policy will be communicated to all Trustees and made available on the FoB website and in the Trustees' Handbook. Any updates or changes to the policy will be promptly communicated to all Trustees.

13. Policy Approval

This Code of Conduct for Trustees Policy is approved by the Board of Trustees of Friends of Berrycroft and is effective from the date below.

Approved by: (Signature)



Approved by: (PRINT NAME)

Jacqueline Harris

Chair of Trustees, Friends of Berrycroft

Date: 26/01/2025

14. Trustee Declaration

I confirm that I have read and understood the Friends of Berrycroft Code of Conduct for Trustees Policy and all other relevant policies and thereby agree to adhere to the principles and guidelines set out in these documents and commit to acting in the best interests of the charity.

Trustee Name: _____

Signature: _____

Date: _____

This Code of Conduct for Trustees Policy aligns with the principles of integrity, accountability, and transparency, ensuring that all Trustees act in accordance with the highest ethical standards while serving Friends of Berrycroft.