

THE CIFA TRUST

CODE OF CONDUCT

Organisational Values

As a trustee of The CIFA Trust I promise to abide by the fundamental values that underpin all the activities of the Trust and its partners to:

- Foster positive community participation and contribution in all its undertakings;
- Be non-partisan in its relations with its stakeholders;
- Respect useful traditional institutions, culture and practices;
- Promote principles of honesty and integrity in all its undertakings;
- Instil commitment to quality work and excellence;
- Exercise fairness and justice in the management of the organisation;
- Enhance the principles of accountability, transparency and good governance;
- Provide equal opportunities for all (see Equal Opportunities and Diversity Policy).

Accountability

Everything The CIFA Trust does will be able to stand the test of scrutiny by the public, the media, charity regulators, stakeholders, funders, and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within The CIFA Trust and equally when dealing with individuals and institutions outside it.

Transparency

The CIFA Trust strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, and the charity regulators.

Additionally, I agree to the following points:

Law, mission, policies

- I will not break the law or go against charity regulations in any aspect of my role as a trustee or staff member.
- I will support the organisation's mission and consider myself its guardian.
- I will abide by organisational policies.

Conflicts of interest

- I will always strive to act in the best interests of the organisation.

- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgement of the board and do as it requires regarding potential conflicts of interest.

Person to person

- I will not break the law, go against charity regulations, or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as a trustee or staff member.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as a trustee or staff member.

Protecting the organisation's reputation

- I will not speak as a trustee or staff member of this organisation to the media or in a public forum without the prior knowledge and approval of the Chair.
- When prior consent has not been obtained, I will inform the Chair at once when I have spoken of this organisation to the media or in a public forum.
- When I am speaking as a trustee, my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- I will respect organisational, board and individual confidentiality.
- I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, similar organisations or about important issues for the organisation.

Personal gain

- I will not personally gain materially or financially from my role as a trustee, nor will I permit others to do so as a result of my actions or negligence.
- I will not accept substantial gifts or hospitality without prior consent of the Chair.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

In the boardroom

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by The CIFA Trust.
- I will abide by board governance procedures and practices.
- I will strive to attend all board meetings, giving apologies ahead of time if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his/her role as meeting leader.

- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude towards the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or board to speak of it.

Enhancing governance

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
- I will support the Chair in his/her efforts to improve his/her leadership skills.
- I will support the Trust’s partners in their executive roles and, with my fellow board members, seek development opportunities for these partner organisations and their staff.

Leaving the board

- I understand that substantial breach of any part of this code may result in my removal from the trustee board.
- Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Date: _____

Name of Trustee: _____

Signature:
