

Code of Conduct¹

Purpose of the code of conduct:

To provide trustees with clear direction for their duties, standards of behaviour, responsibilities and best practice in fulfilling their obligations to the Guidelines International Network.

This Code should be read in conjunction with the Guidance for Charity Trustees published by the Office of the Scottish Charity Regulator

Trustees must:

- act in the interests of the charity
- seek, in good faith, to ensure that the charity operates in a manner that is consistent with its objects or purposes
- act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person
- ensure that the charity complies with the relevant legislation.

Code of Conduct:

- Trustees must have a good understanding of, and be sympathetic to, the aims and objectives of G-I-N and act in accordance with its Articles of Association at all times. Trustees must also actively review these aims and objectives to ensure they are current and appropriate.
- Trustees must act and make decisions in the best interests of the charity, present and future members. Trustees must act to ensure that G-I-N is solvent, and to guard the assets of the Network. This will involve agreeing budgets and monitoring financial performance. All financial procedures and delegations are to be formally recorded.
- Trustees are responsible for ensuring that G-I-N is run properly, responsibly and lawfully and to apply a duty of care to paid staff and volunteers.
- Trustees are jointly and severally liable for their decisions, therefore decisions should be taken together and communicated to staff, members and the public in a unified manner.
- Trustees are accountable to the members for their actions and, as such, decision making and governance issues should be transparent as possible, except where confidentiality is required.
- All competing or conflicting interests must be declared in advance, and a procedure for managing the conflicts must be adhered to in all circumstances.
- Trustees should be prepared to spend an appropriate amount of time reading papers and preparing for Board meetings. A minimum attendance of 75% is required of trustees to ensure that best practice in governance is reached and maintained.

¹ Based on OSCR Guidance for Charity Trustees 2006 and ICSA Guidance Note 2005

- Any information of a confidential nature must remain so outside the confines of a trustee meeting.
- Where professional assistance is required for Trustees to be able to make the most appropriate decisions affecting G-I-N, that assistance should be sought and considered carefully.
- Trustees must sign a form prior to their election or appointment process outlining any real or perceived conflicts of interest and to confirm that they are not disqualified from being eligible to act as a Trustee. Trustees must notify the EO at any time if their interests change and will not take part in discussions or decision on a matter that relates to their own interest.
- Trustees will be required to sign a statement saying they agree to comply with this Code of Conduct and misconduct procedures.