

TRUSTEE CODE OF CONDUCT

Selflessness

The trustees of Pulborough and District Community Care Association (PDCCA) have a general duty to act in the best interests of PDCCA as a whole. They should not do so to gain financial or other material benefits for themselves, their friends or the organisation they represent, if applicable.

Integrity

The trustees of PDCCA:

- 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
- should, as well as avoiding actual impropriety, avoid any appearance of improper behaviour
- should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement

Objectivity

In carrying out their role, including making staff and trustee appointments, awarding contracts or transacting other business, the trustees of PDCCA should ensure that decisions are made solely on merit.

Accountability

The trustees of PDCCA:

- 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 PDCCA
- are accountable for their decisions and actions to the public, funders and service users and must submit themselves to scrutiny as appropriate to their role

Openness

The trustees of PDCCA:

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

Honesty

The trustees of PDCCA:

- have a duty to declare any interests relating to their trustee role and to take steps to resolve any conflicts that may arise
- must resolve any conflict between his/her private interests and his/her trustee duties in favour of the trustee role
- must make relevant declarations of interest in their different roles both within and outside the PDCCA

Leadership

The trustees of PDCCA:

- should promote and support the principles of leadership by example
- must respect the role of staff and volunteers