

## **CODE OF CONDUCT FOR TRUSTEE AND COMMITTEE MEMBERS**

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- 1.1 Building for the Future recognises the need to set and achieve high standards of conduct for its Trustees and staff. This document sets down the Code of Conduct for the Trustees and Committee members.
- 1.2 In addition to the Trustee's primary responsibility for the control and conduct of Building for the Future's affairs it has further objectives of:
- a) Ensuring that Building for the Future is managed efficiently, effectively and in line with the requirements of law, the regulatory bodies and best practice;
  - b) Acting only in the interests of Building for the Future and not on behalf of any constituency or interest group;
  - c) Upholding the reputation of Building for the Future and the values, objectives and principles for which it stands.

It is particularly important that Trustees have due regard to and comply with the provisions of the adopted Charity Governance Code relating to integrity.

- 1.3 The primary duty of all Trustees is to act in the interests of Building for the Future. Trustees are not delegates of any outside body and each Trustee owes a direct duty to Building for the Future.
- 1.4 A list of Trustees' responsibilities are as set out in Appendix 1.

## **2 Trustees Recruitment and Role**

- 2.1 Building for the Future Trustee board needs to comprise members with the skills necessary to perform its duties efficiently, effectively and to high standards of governance.

### **3 Standards of Probity**

- 3.1 Upon appointment all Trustees will complete a Trustees' Declaration of Interest and Conflict of Interest Form which shall be returned to the Chief Executive for safekeeping.
- 3.2 Trustees shall ensure that they:
- a) never use their position with Building for the Future for their own gain;
  - b) would withdraw from the meeting if any matter arises where a potential conflict of interest occurs;
  - c) would resign as a Trustee member if any such breach occurs in relation to their own position;
  - d) would advise the Chair if they consider another member to have such an interest;
  - (e) should not seek any special advantage in the use of consultants, contractors, advisors etc. used by Building for the Future.

### **4 Equality and Diversity**

- 4.1 In accordance with best practice, the behaviour of Trustees will respect the contribution and rights of others.
- 4.2 Trustees will:
- a) not behave in a racist, sexist, homophobic or other discriminatory manner;
  - b) neither encourage nor condone such behaviour in others;
  - c) positively uphold and defend the charity's' values.

**5 Acceptance by Trustees**

Upon appointment (and upon all subsequent revisions of this Code) all Trustees will be asked to sign a copy of this Code of Conduct.

I hereby confirm that I shall meet my obligations to Building for the Future Homes as set out in this Code of Conduct.

- Signed .....
  
- Name .....
  
- Date .....

## **1 Trustees' Responsibilities**

To discharge this responsibility Trustees commit themselves:

- a) To complete an induction programme on the background and work of Building for the Future.
- b) To participate fully in setting objectives and monitoring performance accordingly.
- c) To participate in, and agree policies which guide the work of Building for the Future and to uphold these policies accordingly.
- d) To ensure that decisions taken by the Trustees are in Building for the Future's best interests and that its legal and moral responsibilities are met.
- e) To receive and consider reports prepared by staff, and to question these to ensure that decisions are well founded.
- f) Establish a strong working relationship with other trustees the Chief Executive and other staff.
- g) To attend meetings, (including committee meetings and internal working groups regularly), participate fully in discussions and share responsibility for the decision making process.
- h) To represent Building for the Future on occasions as required at customer involvement activities or external events such as fundraising events.
- i) To abide by decisions of the Trust and uphold the doctrine of collective responsibility.
- j) To treat information labelled as confidential in confidence.
- k) Not to do anything to undermine the work or reputation of Building for the Future.
- l) To uphold the Charity Governance Code and the Building for the Future's own Code of Conduct.

- m) To be involved in the appointment (and if necessary the dismissal) as appropriate of senior staff.
- n) To attend and participate (as required) in appraisals for senior staff.
- o) To be as open in communication as possible.
- p) To keep abreast of relevant legislation and changes to operating frameworks
- q) To uphold the reputation of Building for the Future and the values, objectives and principles for which it stands.