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THE GARWOOD FOUNDATION - TRUSTEES' CODE OF CONDUCT

Trustees must make the following commitments

I will respect and uphold the values of the Garwood Foundation, particularly:

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Organisational values

As a Trustee of the Garwood Foundation, I promise to abide by the fundamental values that underpin all the activity of this organisation. These are:

Accountability

Everything The Garwood Foundation does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, Parliament and the courts.

Integrity and honesty

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

Transparency

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

GENERAL

- I will act within the governing document of the Garwood Foundation and the law, and abide by the policies and procedures of the Foundation. This includes having a knowledge of the contents of the Articles of Association and Memorandum of Understanding, the Foundation's objects and relevant policies and procedures.
- I will support the objects and mission of the Garwood Foundation, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- I will be an active trustee, making my skills, experience and knowledge available to the Garwood Foundation and seeking to do what additional work I can outside Trustee meetings, including sitting on committees and working groups.
- I will respect Foundation, Board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.

- I will develop and maintain a sound and up-to-date knowledge of the Garwood Foundation and its environment. This will include an understanding of how the Garwood Foundation operates, the social, political, economic and regulatory environment in which it operates and the nature and extent of its work.
- I will use the Garwood Foundation's resources responsibly, and if claiming expenses will do so in line with the Garwood Foundation procedures.
- I will seek to be accountable for my actions as a Trustee of the Garwood Foundation, and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that the Garwood Foundation is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

MANAGING INTERESTS

- I will not gain materially or financially from my involvement with the Garwood Foundation unless specifically authorised to do so.
- I will act in the best interests of the Garwood Foundation as a whole, and not as a representative of any group – considering what is best for the Garwood Foundation and its present and future beneficiaries and avoiding bringing the Garwood Foundation into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the Foundation. Where there is a conflict of interest I will ensure that this is managed effectively in line with the Garwood Foundation policy.
- I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

MEETINGS

- I will attend all appropriate meetings and other appointments at the Garwood Foundation or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with the Garwood Foundation.
- I will prepare fully for all meetings and work for the Foundation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the Board and will not act individually unless specifically authorised to do so.

GOVERNANCE

- I will actively contribute towards improving the governance of the Trustee Board, participating in induction and training and sharing ideas for improvement with the Board.
- I will help to identify good candidates for trusteeship at the Garwood Foundation and, with my fellow trustees, will appoint new trustees in accordance with agreed selection criteria.

RELATIONS WITH OTHERS

- I will endeavour to work considerately and respectfully with all those I come into contact with at the Garwood Foundation. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of trustees, volunteers, service users and staff of the Garwood Foundation are different, and I will seek to understand and respect the difference between these roles.
- Where I also volunteer with the Foundation I will maintain the separation of my role as a Trustee and as a volunteer.
- Where I am a user of the services of the Foundation I will maintain the separation of my role as a Trustee and as a service user.
- I will seek to support and encourage all those I come into contact with at the Garwood Foundation. In particular I recognise my responsibility to support the chair, the Director of Services and the Foundation's managers.
- I will not make public comments about the Foundation unless authorised to do so. Any public comments I make about the Garwood Foundation will be considered and in line with the Foundation's policy, whether I make them as an individual or as a trustee.

LEAVING THE BOARD OF TRUSTEES

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the Trustee Board.
- Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign from the Board I will accept the majority decision of the Board in this matter and resign at the earliest opportunity.
- If I wish to cease being a Trustee of the Garwood Foundation at any time, I will inform the Chairman in advance in writing, stating my reasons for leaving.

I agree to observe and be bound by the Garwood Foundation's Code of Conduct for Trustees.

Signed

Name

Date