



CODE OF CONDUCT

It is the responsibility of management committee members and trustees to:

- **Act within the governing documents and the law** - being aware of the contents of the organisation's governing documents and the law as it applies to Stainton Village Hall CIO.
- **Act in the best interests of Stainton Village Hall CIO as a whole** - considering what is best for the organisation and its beneficiaries and avoiding bring Stainton Village Hall CIO into disrepute.
- **Manage conflicts of interest effectively** - registering, declaring and resolving conflicts of interest, and not gaining materially or financially unless specifically authorised to do so.
- **Respect confidentiality** - understanding what confidentiality means in practice for Stainton Village Hall CIO, its committee and the individuals involved with it.
- **Have a sound and up to date knowledge of Stainton Village Hall CIO and its environment** - understanding how Stainton Village Hall CIO works and the environment within which it operates.
- **Attend meetings and other appointments or give apologies** - considering other ways of engaging with the organisation if unable to attend trustee or committee meetings.
- **Prepare fully for meetings and all work for Stainton Village Hall CIO** - reading papers, querying anything that is not understood and thinking through issues in good time before meetings.
- **Engage actively in discussion, debate and voting in meetings** - contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- **Act jointly and accept majority decisions** - making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- **Work considerately and respectfully with all** - respecting diversity, different roles and boundaries and avoiding giving offence.

Trustees are expected to honour the content and spirit of this code.