

## Trustee Code of Conduct

As a trustee of the Socio-Legal Studies Association CIO I promise to abide by the fundamental values that underpin all activities of this organisation. These are as follows.

### Our values

#### Accountability

Everything the Socio-Legal Studies Association CIO does will be able to stand the test of scrutiny by the public, the media, the Charity Commission, members, stakeholders, funders, parliament and the courts.

#### Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within the Socio-Legal Studies Association CIO and equally when dealing with individuals and institutions outside it.

#### Transparency

The Socio-Legal Studies Association CIO strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and parliament.

Additionally, I agree to the following points.

#### Law, mission, policies

- I will act within the governing document of the Socio-Legal Studies Association CIO and abide by the policies and procedures of the organisation.
- I will not break the law or go against charity regulations in any aspect of my role of trustee.
- I will support the objects and mission of the Socio-Legal Studies Association CIO and act as their guardian and champion.
- I will develop and maintain an up-to-date knowledge of the Socio-Legal Studies Association CIO and its environment

#### Conflicts of interest

- I will always strive to act in the best interests of the organisation as a whole and not as a representative of any group, considering what is best for the Socio-Legal Studies Association CIO and its present and future beneficiaries.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

#### Person to person

- I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful, collegial and courteous relationships.
- Where I also collaborate with the organisation on behalf of my employer (eg educational institution) I will maintain the separation of my role as a trustee and as an employee.

#### Protecting the organisation's reputation

- I will not make public comments about the organisation unless authorised to do so.
- Any public comments I make about the Socio-Legal Studies Association CIO will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.
- When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- I will respect organisational, board and individual confidentiality.

#### Personal gain

- I will not personally gain materially or financially from my role as trustee, unless specifically authorised to do so, nor will I permit others to do so as a result of my actions or negligence.
- I will use organisational resources responsibly. I will document expenses and seek reimbursement according to procedure.
- I will not accept gifts or hospitality without the prior consent of the chair.

#### As a Board member

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the Socio-Legal Studies Association CIO.
- I accept my responsibility to ensure that the Socio-Legal Studies Association CIO is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
- I will abide by board governance procedures and practices.
- I will strive to attend all board meetings, giving apologies ahead of time to the chair and secretary if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the chair and respect their role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.

- I will maintain confidentiality about what goes on in the boardroom unless authorised by the chair or board to speak of it.

Enhancing governance

- I will participate in any induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship, including in light of the SLSA’s commitment to diversity and inclusivity, and encourage them to stand for election at the Annual General Meeting (AGM) of the SLSA.
- I will support the chair in their efforts to improve their leadership skills.

Leaving the board

- I understand that substantial breach of any part of this code may result in my removal from the trustee board.
- Should procedures be put in motion that may result in my being asked to resign from the board, 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 and resign at the earliest opportunity.
- Should I resign from the board I will inform the chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview if requested.

Signed:

Name:

Date:

**Change Record**

| <b>Date of Change:</b> | <b>Changed By:</b> | <b>Comments:</b>             |
|------------------------|--------------------|------------------------------|
| 17/09/2020             | EKD-               | Policy approved by the Board |
| 24/01/25               | EM/JH              | Policy approved by the Board |
|                        |                    |                              |