

## UZIMA IN OUR HANDS

### Code of Conduct for trustees

New trustees are appointed by the existing trustees. All trustees give of their time freely and no trustee remuneration is paid. Trustees meet approximately once a month.

#### **Recruitment**

Any trustee can suggest a new trustee to current trustees. If agreement is reached, the potential trustee is informally interviewed by one of the trustees; if further consensus is reached the person is then invited to a trustees' meeting where an informed discussion and exchange of views takes place between all parties. At a separate meeting (possibly on the same day if appropriate), a decision is reached whether to invite the person to join the Trust. By this stage it is normally apparent if the person is / is not suitable and would accept the role of trustee if offered. If the person has accepted the role, they are then formally invited to a Special Meeting of Trustees which would immediately precede the next Trustees meeting; at this meeting they are formally welcomed to the Charity and the statutory record of trustees is amended accordingly. Prior to appointment, trustees are sent full details of the Trust and Charity Commission guidance on trustees' roles and responsibilities.

#### **Conduct**

By reading this document and accepting the role of a charity trustee of 'Uzima in our Hands', all charity trustees agree to the following responsibilities:

#### **General Conduct**

- Charity trustees are required to act with honesty and integrity and exercise good judgement. This may include seeking professional advice on appropriate matters on which charity trustees do not have relevant expertise.
- Charity trustees are required to act in the best interests of the charity at all times.

#### **Independence**

- Charity trustees are required to act independently, particularly in relation to assets, property, legal and regulatory obligations.
- Charity trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of 'Uzima in our Hands' or its volunteers and beneficiaries. More specifically charity trustees:
  - 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 duties;
  - must avoid actual impropriety and any appearance of improper behaviour.

- Charity trustees must not act in order to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for.
- Charity trustees should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as charity trustee. Any gifts or hospitality received in any connection to 'Uzima in our Hands' should not normally exceed the value of £50.00 or should be declared to the other trustees.

### **Charity Trustee Roles**

Charity trustees should:

- Understand and perform their roles and responsibilities to the best of their abilities at all times.
- Be prepared to provide adequate time and commitment as required to fulfil the role of charity trustee, adequately preparing for meetings and participating in committees and special events when required.

### **Trustee Meetings**

Charity trustees should:

- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Always respect each other.
- Bring a fair and open-minded view to all discussions, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of 'Uzima in our Hands'.
- Bring a genuinely independent perspective to enhance decision-making, given that charity trustees share responsibility for joint decisions.
- Ensure their contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other charity trustees.

### **Volunteers for the Charity**

Charity trustees should:

- Aim to support volunteers in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the charity should conduct themselves in order to reflect the values of the charity.
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence.

- Accept and respect the difference in roles between the trustees on the one hand and volunteers on the other, ensuring that the trustees and volunteers work effectively and cohesively for the benefit of the charity and develop a mutually supportive and loyal relationship by:
  - respecting arrangements decided upon and avoiding any actions that might undermine such arrangements;
  - not interfering in the performance by volunteers of duties delegated to them within the charity while ensuring that volunteers working for the charity are held to account, as appropriate.

**Legal Requirements and Policies**

Charity trustees must:

- Act in accordance with the charity’s governing document and ensure that the charity complies with all applicable laws including charity law, company law, health and safety law, data protection law and employment law.
- Promote and preserve the obligations of confidentiality about sensitive matters relating to ‘Uzima in our Hands’. However, the requirement for confidentiality may not apply if it becomes necessary for a charity trustee to inform the Charities Regulator or any other statutory body about any matter, which could threaten the future of the charity or could represent a breach of any law with which the charity is required to comply.
- Abide by the charity’s conflict of interests or loyalties policy.
- Abide by any equality, diversity, safeguarding, health and safety, bullying and harassment policies and any other policies agreed by the trustees.
- Ensure that claims for out of pocket expenses are made in accordance with agreed procedures.

Where a charity trustee is found to be in breach of the standards outlined in this Code of Conduct, he or she will be asked to meet with the other trustees to assess his or her suitability for the role. Consistent breach of the Code of Conduct by a charity trustee may result in the trustee’s tenure being terminated.

The charity trustees should review this Code of Conduct for trustees at 3-year intervals or as appropriate.

Signed .....

Name .....

Date .....