

# THE ROYAL NAVAL BENEVOLENT TRUST

## TRUSTEE CODE OF CONDUCT

As a Trustee of the Royal Naval Benevolent Trust (RNBT) I promise to abide by the fundamental values that underpin all activities of this organisation. These are as follows.

### **Accountability**

Everything RNBT 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 RNBT and equally when dealing with individuals and institutions outside it.

### **Transparency**

RNBT 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 and Policies**

- I will act within the governing document of RNBT 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 RNBT and act as their guardian and champion.
- I will develop and maintain an up-to-date knowledge of RNBT 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 RNBT 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 act as required by the Board 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 during my tenure as a Trustee.
- I will strive to establish respectful, collegial and courteous relationships.

### **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 RNBT 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.

### In the Boardroom

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by RNBT.
- I accept my responsibility to ensure that RNBT 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 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 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 and appoint new Trustees on the basis of merit.
- I will support the Chair in their efforts to improve their leadership skills.
- I will support the Chief Executive in their executive role and, with my fellow Board members, seek development opportunities for them.

### 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 required.
- On leaving the Board I will destroy all Trustee papers in my possession or pass them to the Chief Executive for destruction as well as deleting all emails and attachments which include or refer to Trustee business. I will inform the Chief Executive when I have completed this task.

Signature:	Name:
Date:	