

**Code of Conduct**

**Trustees**

Biggar Community Action Group’s (BCAG) trustees are required to adhere to the highest standards of conduct in the performance of their duties, in particular:

* BCAG’s trustees are required to act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which they do not have relevant expertise.
* BCAG’s trustees are required to act in the best interests of BCAG at all times.

BCAG’s trustees are required to maintain the highest standards of honesty, fairness. and independence. In particular:

* Trustees are required to act independently, particularly in relation to assets, property, legal and regulatory obligations.
* Trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of BCAG or its volunteers.
* 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.
* Trustees should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as charity trustee.

Trustees have a responsibility to attend meetings of the board. In particular, charity trustees should:

* Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
* Always respect the authority of the Chairperson of the board, and the Chairperson of any meeting.
* Bring a fair and open-minded view to all discussions of the board, 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 the charity.

Trustees are responsible for providing leadership to volunteers. Charity trustees have a duty of care towards volunteers whilst promoting a culture of respect. In particular, 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 board on the one hand and volunteers on the other, ensuring that the board and volunteers work effectively and cohesively for the benefit of BCAG and develop a mutually supportive and loyal relationship by not interfering in the performance by volunteers of duties delegated to them by BCAG while ensuring that volunteers working for BCAG are accountable to the Board.

Trustees must have regard to their legal duties and abide by the charity’s rules and policies. In particular, charity trustees must:

* Act in accordance with BCAG’s governing document and ensure that BCAG 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 board matters. However, the requirement for confidentiality may not apply if it becomes necessary for the BCAG trustee to inform OSCR or any other statutory body about any matter, which could threaten the future of BCAG or could represent a breach of any law with which the charity is required to comply.
* Abide by BCAG’s conflict of interests or loyalties policy and ensure that BCAG’s conflict of interest register is completed and updated as required.
* Abide by any policies agreed by the board.
* Ensure that claims for out of pocket expenses are made in accordance with agreed procedures. Note: The position of trustee is unremunerated, though reasonable out-of-pocket expenses incurred in the performance of trustee duties can be paid in accordance with agreed procedures on trustee expenses.

Where a trustee is found to be in breach of the standards outlined by the board in its Code of Conduct he or she will be asked to meet with the Chairperson of the board, or another trustee if the chairperson is held to be in breach of the standards, to assess his or her suitability for the role. Consistent breach of the Code of Conduct by a charity trustee will result in the trustee’s tenure being terminated.

**Volunteers**

Volunteers are expected to act honestly, conscientiously, reasonably and in good faith at all times when carrying out their duties and in their relationships or interactions with other people.

We expect volunteers to:

* Be present at the agreed time and tell us if they are unable to volunteer
* Carry out duties in a safe, efficient, and competent way
* Comply with reasonable direction, instruction, and policies
* Respect the privacy of individuals and only use confidential information for the purposes for which it was intended
* Only use BCAG’s resources and funds for authorised purposes
* Observe safety procedures including:
* Keeping themselves and others safe at all times
* Notifying BCAG about hazards or potential hazards in the working environment
* Notifying BCAG about any accident, incident, or property damage

Volunteers should not:

* Create any liability for BCAG without authorisation
* Act in a way that may bring BCAG into disrepute (including use of email, social media, and other internet sites
* Seek any offers, gifts, rewards, or benefits
* Provide a false or misleading statement, declaration, or claim

Breaches of the code of conduct may lead to a warning or the immediate end to a volunteer’s services. The volunteer will be given the opportunity to be heard.

**Members**

Members should:

* Act in the best interests of BCAG at all times
* Conduct themselves in a manner which does not damage or undermine the reputation of BCAG or its volunteers.
* Aim to attend all members’ meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
* Bring a fair and open-minded view to all discussions at members’ meetings, 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 the charity

Breaches of the code of conduct may lead to a warning or the immediate end to an individual’s membership. The member will be given the opportunity to be heard.