



# Marsden Community Trust

## Code of Conduct

April 2024

Review date: April 2027

Marsden Community Trust is a company limited by guarantee and a registered charity.  
Company Number 09392970 Charity Number 1168910

# CODE OF CONDUCT FOR TRUSTEES, STAFF AND VOLUNTEERS OF MARSDEN COMMUNITY TRUST (How we work together)

## **Selflessness**

The staff, volunteers and trustees of Marsden Community Trust (MCT) have a general duty to act in the best interests of MCT as a whole. They should not do so to gain financial or other material benefits for themselves, their friends or the organisation they represent, if applicable.

## **Integrity**

The staff, volunteers and trustees of MCT 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 role

- should, as well as avoiding actual impropriety, avoid any appearance of improper behaviour
- should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement

## **Objectivity**

In carrying out their role, including making staff, volunteer and trustee appointments, awarding contracts or transacting other business, the staff, volunteers and trustees of MCT should ensure that decisions are made solely on merit.

## **Accountability**

The staff, volunteers and trustees of MCT

- have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in MCT
- are accountable for their decisions and actions to the public, funders and service users and must submit themselves to scrutiny as appropriate to their role
- will not speak on behalf of MCT unless authorised to do so

## **Openness**

The staff, volunteers and trustees of MCT

- should ensure that confidential material, including that about individuals, is handled with due care and in accordance with the law and other policies of MCT
- should be as open as possible about their decisions and the action they take and give reasons for their decisions and restrict access to information only when the wider interest clearly demands

## **Honesty**

The staff, volunteers and trustees of MCT:

- have a duty to declare any interests relating to their role and to take steps to resolve any conflicts that may arise
- must resolve any conflict between his/her private interests and his/her duties in favour of the staff/volunteer/ trustee role
- must make relevant declarations of interest in their different roles both within and outside MCT

## **Leadership**

The staff, volunteers and trustees of MCT

- should promote and support the principles of leadership by example
- must respect the role of other staff, volunteers and trustees

## **Values**

The staff, volunteers and trustees of MCT:

- agree to abide by MCT's values and principles

- agree to act in accordance with the constitution and the Trust's aims and policies

### **Cooperation**

The staff, volunteers and trustees of MCT:

- should make their best endeavours to prepare for and attend meetings, sending their apologies as soon as possible if they are not able to attend
- will support and respect the roles and responsibilities of other staff, volunteers and trustees

Further information about governance codes of conduct and additional model codes of conduct can be found at:

<http://www.governancepages.org.uk/sample-documents/codes-of-conductgovernance-codes/>