




Foreland Fields Charity

Code of Conduct

Date of Last Review	6th May 2025
Review Cycle	Three Years
Date (Month / Year) of Next Review	6th May 2028
Date Policy was Ratified by CIC	6th May 2025
Named Lead for Writing/Review	Jeremy Edwards
Category of the Policy	General
Signed – Chair 	6th May 2025

Applicability

The Charities' Code of Conduct outlines our expectations regarding Trustees' behaviour towards all individuals involved with the organisation.

We promote freedom of expression and open communication. But we expect all trustees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

This policy applies to all individuals involved with the Charity. Its requirements are reflected in other policies and procedures, agreements and contracts, as necessary.

You Must

- Act with integrity and honesty.
- Ensure that you are aware of and comply with the Charities policies.
- Undertake any necessary training for your role.
- Listen to and respect other Trustees' and other stakeholders.
- Promote relationships that are based on openness, honesty, trust and respect.
- Treat everyone fairly and without prejudice or discrimination.
- Ensure language is appropriate and not offensive or discriminatory.
- Ensure any equipment is used safely and for its intended purpose.
- Challenge any unacceptable behaviour and report any breaches of this Code of Conduct or any concerns without delay to the Chair.
- Report any allegations/suspensions of abuse or fraud.
- Respect everyone's right to personal privacy and ensure that any personal information is kept secure and not disclosed.
- Volunteers are not obligated to work at specific times, but if you commit to doing something and are unable to, ensure that the Charity is made aware as soon as possible.

You Must Not

- Allow concerns or allegations to go unreported.
- Develop inappropriate relationships such as contact with children or vulnerable people that is not a part of the work of the Charity or agreed with the board.
- Share your personal contact details (mobile number, email or address) or have contact with a beneficiary or vulnerable person via a personal social media account.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of anyone.
- Act in a way that can be perceived as threatening or intrusive.
- Make inappropriate promises to young or other vulnerable people, particularly in relation to confidentiality.
- Act in a way that could adversely affect the reputation of the Charity.

Policy elements

Charity Trustees' are bound by their contract to follow our Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with Law

All trustees must protect our Charities legality. They should comply with all environmental, safety, fair dealing and associated laws. We expect trustees' to be ethical and responsible when dealing with our charities finances, products, partnerships and public image.

Respect in the Workplace

All trustees' should respect their fellow board members. We won't allow any kind of discriminatory behaviour, harassment or victimisation. Trustees' should conform with our 'Anti Bullying and Harassment Policy' and our 'Equality, Diversity and Inclusion Policy' in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Charity Property

All trustees should treat our Charities property, whether material or intangible, with respect and care.

Trustees:

- Should not misuse company equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Trustees should use them only to complete their job duties.

Trustees should protect company facilities and other material property from damage and vandalism, whenever possible.

Professionalism

All trustees must show integrity and professionalism in the workplace.

Personal appearance

All trustees must dress smartly. We adopt a smart casual dress code, with no open toe shoes for health and safety reason.

Corruption

We discourage trustees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party. For further information, please refer to our Financial Controls Policy

Job Duties and Authority

All trustees should fulfil their duties with integrity and respect toward service users, stakeholders and the community. Trustees' must not abuse their authority. We expect them to delegate duties to their board members taking into account their competences and workload. Likewise, we expect trustees' to follow Chair instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our Charity.

Safeguarding

We take safeguarding extremely seriously at the Charity and safeguarding is everyone's responsibility. We work with and support children and vulnerable adults and must ensure their safety at all times. You must remain vigilant to any safeguarding concerns, reporting them to the Designated Safeguarding Lead (DSL) immediately. Trustees must follow our safeguarding processes and procedures at all times. For further information please refer to our Safeguarding Policy which also forms part of the trustee code of conduct.

Health and Safety

The health and safety of everyone who uses and is involved in our Charity is incredibly important and everyone is responsible for health and safety in the workplace. You must remain vigilant to any health and safety concerns, reporting them to the Chair immediately. Trustees must follow our health and safety processes and procedures at all times. For further information please refer to our Health and Safety Policy which also forms part of the trustee code of conduct.

Absenteeism and Lateness

Trustees should follow their work schedules / contracts. We can make exceptions for occasions that prevent trustees from following their standard working hours or days but, generally, we expect trustees to be punctual when coming to and leaving from meetings.

Conflict of Interest

We expect trustees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their charity duties. For further information, please refer to our Conflict of Interest Policy.

ICT Use

We expect trustees to only use ICT for what is deemed to be acceptable usage. For further information, please refer to our Acceptable ICT Use Policy which also forms part of the trustee code of conduct.

Social Media

We expect trustees to use social media responsibly, with clear and tight privacy restrictions in place on personal accounts. For further information, please refer to our Acceptable ICT Use Policy which also forms part of the trustee code of conduct.

Collaboration

Trustees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their fellow board members work.

Communication

All trustees must be open for communication with their fellow board members.

Benefits

We expect trustees to not abuse any benefits.

Policies

All trustees must read and follow our charities policies. All policies form part of the trustee code of conduct. If you have any questions, you should ask the Chair for guidance and clarification.

Disciplinary Actions

Our company may have to take disciplinary action against trustees who fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

The Charity follows the ACAS Code of Practice on disciplinary and grievance procedures:

<https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures/html>

For further information, please refer to our Disciplinary Policy.

Version Control - Approval and Review

Version No.	Approved by	Approval Date	Main Change	Review Period
1.0	Andy Bull	6th May 2025	Initial policy approved	Three Years

Code of Conduct Acknowledgement

I have read, understood and agreed to comply with The Hive Thanet's Code of Conduct.

Name	
Signed	
Date	