



COODAL UK

Code of Conduct (CC) for Associate members (AM) and Board of Trustees (BOT)

By accepting the role of a Trustee of COODAL all individuals agree to uphold the following responsibilities:

1. General Conduct

- AM and BOT must act with honesty, integrity, and sound judgment, seeking professional advice where necessary.
- They must always act in the best interests of the charity.
- They should treat each other with respect, using appropriate language and avoiding any offensive or derogatory remarks.

2. Accountability and Responsibility

- BOTs are responsible for fulfilling their financial and legal obligations and acknowledging their successes and failures.
- The Treasurer must maintain accurate written or electronic financial records and present a report at each monthly meeting and the AGM.
- BOTs must conduct an annual review of their activities and submit a report to the Board for discussion.
- Charity funds must never be transferred into a member's account. Funds should be deposited directly to an approved organization or an agreed recipient outside COODAL.
- All financial transactions must be documented with official receipts, which should be filed by the Treasurer or Project Lead and forwarded to the accountant.
- Any member may request details about projects funded by COODAL

including selection and funding processes.

- COODAL associates and members (BOT) must report any ongoing investigations regarding their conduct. The BOT may discuss such matters and take appropriate action, including suspension or termination, to protect the charity's reputation.

3. Independence

- AM and BOT must act independently in matters related to assets, property, and legal or regulatory obligations.
- They must avoid conflicts of interest and conduct themselves in a manner that upholds the charity's reputation.
- They must not seek personal financial or other benefits for themselves or their associates.
- AM and BOT should decline gifts or hospitality exceeding £10 in value and declare any received gifts to the Board.

4. Associate Members and Trustees Roles

- They must understand and fulfil their roles and responsibilities diligently.
- They must dedicate adequate time and effort to their duties, prepare for meetings, and participate in events as required.

5. Meetings (Board, General, and Special Meetings)

- BOTs should attend all meetings, contribute effectively, and respect others' input.
- They must respect the authority of the Chairperson in all meetings.
- They should approach discussions with fairness and openness, ensuring that all decisions are in the best interests of the charity.
- Contributions should be well-informed, balanced, and respectful of differing perspectives.

6. Volunteers and Employees

- They should support volunteers and employees, setting an example of ethical conduct.
- They must promote diversity, fairness, and respect in their interactions.
- They should respect the boundaries between governance and management, allowing volunteers and employees to perform their duties without interference.
- Any accountability concerns should be addressed through the appropriate managerial channels.

7. Legal Requirements and Policies

- BOTs and associate members must comply with the charity's governing documents and all relevant laws, including charity, health and safety, data protection, and employment laws.

- Confidentiality must be maintained regarding sensitive board matters, except where disclosure is legally required.
- They must adhere to the charity's conflict of interest policy and ensure the conflict of interest register is updated as needed.
- BOTs and AMs must comply with all relevant policies, including equality, diversity, safeguarding, health and safety, and anti-bullying policies.
- Expense claims must be submitted following agreed procedures.

8. Breach of the Code of Conduct

- Any member found in breach of this Code will be required to meet with the Chairperson or a special subcommittee to assess their suitability for their role.
- If the breach continues, a first warning will be issued. If behaviour does not improve, a final written warning will follow, and the member may be suspended or terminated by the BOT.
- The Board will review this Code of Conduct every three years or as necessary.

Updated by: S. Shanmugadasan

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Reference: Charity Commission website for England & Wales