

The Care Trust Code of Conduct

The Code of Conduct for Board Members of The Care Trust (“TCT” or “the Company”) seeks to outline the standards of behavior expected and is an agreement between individual Board Members and The Care Trust.

The Code of Conduct for Board Members also seeks to establish the principles of integrity, accountability and transparency and to put these principles into practice.

Values & Principles

The mission statement of The Care Trust is:

To be a best practice model in securing sustained charitable giving, for the empowerment of people with disabilities and those who are disadvantaged.

As a Board Member, I will support the mission of TCT and actively promote it. I will safeguard and promote the values and principles at the heart of TCT.

Integrity and Honesty

Integrity and honesty will be the hallmarks of all conduct within TCT, particularly when dealing with colleagues (Board and staff) and external individuals and agencies.

Accountability

As a Member of the Board, I will ensure that TCT has policies and procedures in place to operate in a responsible and accountable manner. I will endeavour to ascertain that the accounts and activities of TCT can stand the test of scrutiny by members of the public, the media, beneficiaries, stakeholders and regulatory authorities.

Transparency

TCT will strive to promote an atmosphere of openness throughout the Company to promote confidence to members of the public, staff, beneficiaries and regulators.

In addition to the above I agree to the following:

Law and TCT Policies & Procedures

- In my role as Board Member, I will not break the law or contravene any relevant regulations and I will abide by the policies and procedures of TCT.

Conflicts of Interest and/or Loyalty

- I will always act in the best interests of TCT and will declare any conflict of interest or loyalty and any circumstance as may be viewed by others as conflicting as soon as it arises.
- Unless the Board decides otherwise, I will leave the room during discussions on matters where such a conflict has arisen and have no part in decisions made.
- I will observe TCT policies in my relationships with fellow Board Members, staff, beneficiaries or anyone I come into contact with in my role as Director.

Guardian of the reputation of The Care Trust

- I will not speak as a Board Member to the media or any public forum without the prior knowledge and approval of the Chairperson or the CEO.
- When I am asked to represent TCT, any comments I make will reflect current policy even where I do not agree with it.
- When speaking as a private citizen I will aim to uphold the reputation of The Care Trust and those who work and volunteer for it.
- I will respect TCT, Board and individual confidentiality and will take an active interest in TCT's public image.

Personal gain

- I will not personally gain from my role as a Board Member nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to agreed policy.
- I will not accept gifts or hospitality without the consent of the Chairperson.
- I will use TCT resources responsibly, and only when authorized in accordance with procedure.

As a Member of the Board

- I will embody the principles of good governance in all my actions and strive to live up to the trust placed in me by TCT.
- I will abide by governance procedures and strive to attend all Board meetings.
- I will endeavour to absorb agenda items sent to me in good time and be prepared to contribute my opinions during meetings.
- I will honour the authority of the Chairperson, maintain a respectful attitude to the opinions of others and accept a majority vote.
- I will maintain confidentiality unless authorised to speak outside meetings.

Enhancing governance

- I will participate in appropriate induction, training and development activities.
- I will support the CEO in her/his executive role and the Chairperson in her/his leadership role.

Resignation from the Board

I understand that any substantial breach of this Code may result in my removal from the Board of TCT. Should I wish to resign, I will inform the Chairperson in writing, stating my reasons for and I will participate in an exit interview if necessary.

Signed: _____

Date: _____