



A Scottish Charitable Incorporated Organisation



CODE OF CONDUCT FOR BERTIE BUS TRUSTEES

Issued 3 March 2023

INTRODUCTION

Those who serve on the Board of Trustees of Bertie Bus have responsibilities as trustees under charity law. In addition, given the aims and objectives, there is a duty to provide a model of best practice. As part of this, each Trustee is asked to agree to abide by the Code of Conduct which is set out in this document and to sign the attached declaration accordingly.

PURPOSE OF THE CODE

The Code aims to define the standards expected of Bertie Bus's trustees in order to ensure that:

- The organisation is effective, open and accountable.
- The highest standards of integrity and stewardship are achieved; and
- The working relationship among volunteers is productive and supportive

CODE OF CONDUCT

Selflessness

Trustees have a general duty to act with probity and prudence in the best interest of Bertie Bus as a whole. They should not act in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from.

Integrity

Trustees should conduct themselves in a manner which does not damage or undermine the reputation of the organisation, or its staff. More specifically they:

- 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;
- must avoid actual impropriety and any appearance of improper behaviour; and

- should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

Objectivity

In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits or transacting other business, Bertie Bus's Trustees should ensure that decisions are made solely on merit.

In arriving at decisions in areas where they do not have expertise themselves Trustees should consider appropriate professional advice.

Accountability

Bertie Bus's Trustees

- have a duty to comply with constitutional and legal requirements and to adhere to best practice in such a way as to preserve confidence in Bertie Bus; and
- are accountable to the organisation members and other stakeholders for their decisions, the effectiveness of the board and the performance of the organisation.

Openness

Bertie Bus's Trustees should ensure that confidential information and material, including material about individuals, is handled in accordance with due care so that it remains confidential.

In addition, they should be as open as possible about their decisions and the actions that they take. As far as possible they should give reasons for their decisions and restrict information only when the wider interest clearly demands.

Honesty

Bertie Bus's Trustees have a duty to avoid any conflict of interest so far as is reasonably practicable. In particular they must make known any interest in any matter under discussion which: creates either a real danger of bias (that is, the interest affects him/her, or a member of his/her household more than the generality affected by the decision); or, which might reasonably cause others to think it could influence the decision. He/she should declare the nature of the interest and withdraw from the room, unless the remaining Trustees agree otherwise. (See Conflicts of Interest Policy)

Leadership

Bertie Bus's Trustees must:

- promote and support the principles of leadership by example;
- strive to attend all meetings regularly, ensuring they prepare for and contribute appropriately and effectively;
- bring fair and open-minded views to all discussions of the Board and should ensure that all decisions are made in Bertie Bus's best interests;
- respect the roles of all volunteers;

- accept and respect the differences in roles among the Board, ensuring that the Board, works effectively and cohesively for the benefit of the organisation, and develop a mutually supportive and loyal relationship.

TRUSTEE DECLARATION

I, the undersigned, declare that:

- I am not disqualified from acting as a charity trustee;
- I have not been convicted of any offence involving deception or dishonesty (or any such conviction is legally regarded as spent);
- I have not been involved in tax fraud;
- I am not an undischarged bankrupt;
- I have not made compositions or arrangements with my creditors from which I have not been discharged;
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity;
- I have not been disqualified from serving as a company director;
- I will at all times ensure the charity's funds and charity tax reliefs received by this organisation are only used for charitable purposes.
- I am aware of the necessity to take account of any conflicts of interest that may arise, to declare them when relevant to ongoing discussions, and remove myself from the issue if appropriate, in accordance with the Conflicts of Interest Policy.

Signed : _____ Date _____

Name of Trustee _____

REGISTER OF TRUSTEE'S INTERESTS

Full Name _____

Address _____

Occupation _____

Employer/Name of Business _____

Other trustee appointments held _____

Other interest * _____

Family interest ** _____

NOTES

* Membership of other organisations, or any other interest which may have a connection or relationship with Bertie Bus. Only those which are likely to be relevant need be disclosed.

** For example, spouse/partner, children

The purpose of the register is to identify in advance any potential 'conflict of interest' position so that Bertie Bus can be protected. If in doubt, the interest should always be declared.