

# GLASGOW CLYDE EDUCATION FOUNDATION

## CHARITY TRUSTEES CODE OF CONDUCT

The Code of Conduct for Trustees of Glasgow Clyde Education Foundation (The Foundation) sets out details of the following principles that Trustees are expected to uphold in carrying out their duties:

- Leadership
- Selflessness
- Integrity
- Objectivity
- Honesty
- Stewardship
- Respect
- Openness

### **1. Leadership**

As a Trustee you have a duty to:

- act in the best interests of, and fulfil the legal obligations to the Foundation as laid out in the Constitution, Donation Agreement and Memorandum of Understanding;
- comply with the requirements and duties of the Charities and Trustee Investment (Scotland) Act 2005 and all other applicable laws, rules and regulations;
- through signing this Code, confirm that there is no reason under law which would prohibit you from acting as a Trustee of the Foundation;
- not bring the Foundation into disrepute through their public actions or conviction for criminal offences (i.e. non-fidiscury).

### **2. Selflessness, Integrity, Objectivity and Honesty**

2.1 Trustees must be (and be seen to be) completely selfless and objective as well as adhering to the highest standards of personal integrity. As a Trustee you will:

- conduct yourself in a professional, courteous and respectful manner and not take improper advantage of your position;
- deal fairly and objectively with all stakeholders, including all applicants for grant funding;

- act in good faith, responsibly, with due care, competence and diligence, without allowing your objectivity or independent judgment to be subordinated;
- not use any information or opportunity received by you in your capacity as Trustee in a manner that would be detrimental to the Foundation's interests;
- act with honesty at all times. You must declare any private interests relating to your duties as a Trustee and take steps to resolve any conflicts arising.

## **2.2 Declaration and Registration of Interest:**

As a Trustee, you must disclose any personal or business interests through completion of a Register of Interests which will be made available to members on request and held by the Secretary to the Board of Trustees.

## **2.3 Conflict of Interest:**

As a Trustee you must declare any interest (personal, financial or otherwise) that they may have regarding any matters that may come before the Board and abstain from discussion, voting or otherwise influencing a decision on a matter in which they may have a conflict or *appearance* of a conflict of interest. If you have a non-financial interest, you must consider whether the conflict is material in the context of the issue under consideration as well as in term of public perception. If you are unsure as to the type of interests that you should declare, you should discuss this with your Chairperson or Secretary to the Board.

## **2.4 Hospitality, gifts and entertainment:**

Trustees will not accept from or give to organisations or individuals any gifts or other benefits in their capacity as a Trustee or employee. Any hospitality accepted in your role with the Foundation must be reasonable and appropriate and not influence or appear to influence a grant making decision or Board action.

## **3. Accountability and Stewardship**

### **3.1 As a Trustee you will:**

- be accountable to the Foundation's members for their actions and for their part in the *collective* decision-making of the Foundation and must be prepared to submit to public scrutiny of those decisions;
- ensure that the income of the Foundation (through the Donation Agreement) and other external income generated is used solely for the delivery of the purposes of the Foundation;
- oversee the efficient and effective management of the Foundation's assets;
- ensure accurate financial records and monitoring is maintained and annual accounts produced which are made publicly available.

### **3.2 Confidentiality**

As a Trustee you will:

- respect the confidentiality of information relating to the affairs of the Foundation acquired in the course of their service, except when authorised or legally required to disclose such information;
- not use confidential information acquired in the course of their service as Trustees for their personal advantage or for the advantage of any other entity.

### **4. Openness and Respect**

- 4.1 As a Trustee you will endeavour to work considerately and respectfully with all those you come into contact with at Glasgow Clyde College and GCEF.. You will respect diversity and different the roles and boundaries of respective Members, Independent and College nominated Trustees.
- 4.2 Trustees will seek to support and encourage all those you come into contact with in connection with your role as a Trustee.
- 4.3 You will be as open as possible about the decisions of the Board, restricting information only when legislative requirements or commercial sensitivities requires.
- 4.4 Trustees will ensure that the Foundation produce annual accounts, a Register of Members and a Register of Interests and makes appropriate information from these documents publicly available on its website.

### **DECLARATION**

**As a Trustee, I hereby agree to adhere to the above Code of Conduct as a Trustee of Glasgow Clyde Education Foundation:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_