



# Capability Scotland

## Trustee Code of Conduct

This Code of Conduct sets out the standards of behaviour expected of Trustees of Capability Scotland's Board. It aims to ensure that all Trustees observe the highest standards of propriety and act in the best interests of Capability Scotland at all times. As a Trustee, I will respect and uphold the values of Capability Scotland.

### General

- I will act within the governing document of Capability Scotland and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the governing document and relevant policies and procedures.
- I will support the objects and mission of Capability Scotland, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- I will be an active trustee, making my skills, experience and knowledge available to Capability Scotland and seeking to do what additional work I can outside trustee meetings, including sitting on sub-committees.
- I will respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of Capability Scotland and its environment.
- I will use Capability Scotland's resources responsibly, and when claiming expenses will do so in line with Capability Scotland procedures.
- I will seek to be accountable for my actions as a trustee of Capability Scotland, and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that Capability Scotland is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
- I will comply with any policies agreed by the Board, including those relating to the acceptance of hospitality and gifts.
- I will take cognisance of the Seven Principles of Public Life and behave in a manner which embraces selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### Managing Interests

- I will not gain materially or financially from my involvement with Capability Scotland unless specifically authorised to do so.
- I will act in the best interests of Capability Scotland as a whole, and not as a representative of any group – considering what is best for Capability Scotland and its present and future beneficiaries and avoiding bringing Capability Scotland into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest, I will ensure that this is managed effectively in line with Capability Scotland policy.
- I understand that failure to declare a conflict of interest may be considered a breach of this code.

## Meetings

- I will attend all appropriate meetings and other appointments at Capability Scotland or give apologies. If I cannot regularly attend meetings, I will consider whether there are other ways I can engage with Capability Scotland.
- I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.

## Governance

- I will actively contribute towards improving the governance of the trustee board, participating in induction and training and sharing ideas for improvement with the board.
- I will help to identify good candidates for trusteeship at Capability Scotland and, with my fellow trustees, will appoint new trustees in accordance with agreed selection criteria.

## Relations with others

- I will endeavour to work considerately and respectfully with all those I come into contact with at Capability Scotland. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of trustees, volunteers and staff of Capability Scotland are different, and I will seek to understand and respect the difference between these roles.
- I will seek to support and encourage all those I come into contact with at Capability Scotland. In particular, I recognise my responsibility to support the Chair and the Chief Executive.
- I will not make public comments about the organisation unless authorised to do so. Any public comments I make about Capability Scotland will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

## Leaving the Board

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the Board of Trustees.
- Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign from the board I will accept the majority decision of the board in this matter and resign at the earliest opportunity.
- If I wish to cease being a trustee of Capability Scotland at any time, I will inform the Chair in advance in writing, stating my reasons for leaving.

Print Name:

Signature:

Date