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**norfolk archaeological trust**

## **Code of Conduct for Council Members**

<b>Name of Policy</b>	<b>Code of Conduct for Council Members</b>
<b>Aim of Policy</b>	<b>The purpose of the policy is to ensure a free, open and accountable workplace</b>
<b>Related Organisational Aims &amp; Objectives</b>	
<b>Intended Audience</b>	<b>Council Members</b>
<b>Approved By</b>	<b>NAT Council</b>
<b>Date Approved</b>	<b>09.04.2019</b>
<b>Review Cycle</b>	<b>Every 3 Years</b>
<b>Review Due Date</b>	<b>2022</b>
<b>Individual Responsible for Review</b>	<b>Co-Directors</b>
<b>Comments on Last Review</b>	

## **CODE OF CONDUCT FOR Council Members, Norfolk Archaeological Trust**

It is the responsibility of trustees to:

- Act within the governing document and the law – being aware of the contents of the organisation’s governing document and the law as it applies to that organisation.
- Act in the best interests of the organisation as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing it into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- Respect confidentiality – understanding what confidentiality means in practice for an organisation, its board and the individuals involved.
- Have a sound and up-to-date knowledge of the organisation and its environment – understanding how the organisation works and the environment within which it operates.
- Attend meetings and other appointments or give apologies – engaging in discussions and decision-making processes.
- Prepare fully for meetings and all work for the organisation – reading papers, querying unclear or difficult things and thinking through issues in good time before meetings.
- Actively engage in respectful discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

Date of change	Changed by	Comments
09/06/2019	CD	Policy approved by the Trustees Council 09/06/2019