



Code of Conduct for Council Members

Name of Policy	Code of Conduct for Council Members
Aim of Policy	The purpose of the policy is to ensure a free, open and accountable workplace
Related Organisational Aims & Objectives	
Intended Audience	Council Members
Approved By	NAT Council
Date Approved	09.04.2019, July 2021, last reviewed July 2023
Review Cycle	Every 2 Years
Review Due Date	July 2025
Individual Responsible for Review	Director
Comments on Last Review	

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