

CODE OF CONDUCT

| | | |
|------|---|--|
| F4. | | |
| 1 | This document is part of the governance framework established by the DEI Executive Committee in pursuance of their obligations and responsibilities under the Charities Act as amended from time to time. | |
| 1.1 | This Code applies to Trustees or co-opted Members or if you are employed by or contracted to the Devon and Exeter Institution. All such persons are conflated to the word 'Trustee' in this document. | |
| 1.2 | The following principles provide a description of the way in which Trustees of the Devon and Exeter Institution are expected to conduct themselves when making decisions about any aspect of the management or use of the Institution's fabric, contents or resources. These principles are: | |
| 1.3 | <ol style="list-style-type: none"> 1. Selflessness 2. Integrity 3. Honesty 4. Objectivity 5. Accountability 6. Openness 7. Personal Judgement 8. Duty to uphold the law 9. Stewardship 10. Leadership 11. Respect for Others | |
| 1.4 | If you are unclear about the meaning or scope of any of these principles please refer to the appendix to this document. | |
| 1.5 | If you are concerned about the behaviour of anyone to whom this policy applies, you should seek advice from the Vice Chairman of the Devon and Exeter Institution. | |
| 1.6 | Trustees shall carry out their duties as members of the Executive Committee as defined in the Trust Deed with due care and diligence and in the interest of other Trustees, the membership and the public. | |
| 1.7 | Trustees shall notify the Committee/Institution if convicted of a criminal offence or upon becoming bankrupt or disqualified as a Trustee. (See appendix 2.2) | |
| 1.8 | Trustees shall not disclose, or authorise to be disclosed, or use for personal gain or benefit to a third party, confidential information except with the permission of the Executive Committee or at the direction of a court of law. | |
| 1.9 | Trustees shall conduct their charitable activities without discrimination against clients or colleagues. Grounds of discrimination include, but are not limited to race, colour, ethnic origin, gender, sexual orientation, age and disability. All colleagues have a right to be treated with dignity and respect. (See appendix 1.11) | |
| 1.10 | Trustees shall not make any public statement in their charitable/professional capacity within the Committee/Institution, unless there is prior agreement that they should do so, and where appropriate are authorised to do so. | |
| 1.11 | Trustees need to declare and be honest about any potential conflict of interest, which should be reported on appointment to the Assistant Secretary. | |