



## **BATTLEFIELDS TRUST - OFFICER CODE OF CONDUCT**

### **1. Policy and Principles**

The Trust and its activities rely on the time, energy and commitment of its member volunteers who take on a range of tasks and responsibilities which all work towards achievement of the Trust's objectives.

The Trust wishes to foster an environment where volunteers can be as effective as possible in contributing to its success and work together openly, collaboratively and constructively.

Officers invariably act on behalf of the Trust which means that they have responsibilities for protecting the Trust's best interests and avoiding actions that could jeopardise it. They may also find themselves representing its public face and consequently its reputation.

Whilst the Trust is not itself a public body, its charitable status renders it accountable publicly through the Charity Commission and officers acting for the trust should demonstrate standards of behaviour consistent with the Nolan principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

This Code has been prepared to support officers/volunteers in carrying out their duties and to clarify the Trust's expectations of them.

### **2. Application**

This code applies to all appointed officers and volunteers who have designated roles within the Trust or who have been assigned a specific project or task. In this code, the term "officer" includes:-

Regional Chairs/Officers

Officers appointed by the Board of Trustees to established roles, having a detailed role description setting out the scope and responsibilities of the role.

Other volunteers delegated with a specific project or task.

### **3. Delegation**

Officers are accountable to the Board of Trustees and cannot exceed the authority or remit set out in their role description or other terms of delegation.

They should act within established Trust policies and priorities and are not empowered to commit the Trust to any change in policy or new financial or other obligations without approval of the Board of Trustees. If new initiatives or proposals are being considered (beyond existing policies or priorities) early in principle agreement should be sought from the Board of Trustees or its Chair before developing a business case for approval.

### **4. General Conduct**

It is expected that officers will:-

Act with integrity, honestly and in good faith in support of the best interests of the Trust and its objectives

Operate in line with the Trust's established rules, codes, policies, priorities and budgets

Undertake their duties responsibly and competently seeking advice if necessary

Be sufficiently aware of regulatory or statutory requirements to ensure they are observed as necessary within the scope of their role (e.g. Health and Safety, Data Protection, anti-discrimination, equalities and Human Rights legislation)

Bring to the Trust's attention any actual or potential conflicts of interest they may have or that arise

Not use Trust resources or information for personal gain or profit or for political purposes

Uphold and promote the reputation of the Trust

Ensure that no communications they issue or publish could be defamatory or harmful to the Trust's reputation or otherwise damaging to the Trust

Report any concerns about actual or potential impropriety

Maintain confidentiality and exercise discretion on Trust affairs as appropriate and ensure that confidential matters are kept only to those who need to be involved or informed

### **5. Working Relationships**

It is expected that officers will :

Adopt and display a professional approach in dealings with colleagues, members, public and external contacts.

Be courteous, impartial and objective, demonstrating mutual respect and recognising that views and opinions may vary.

Work co-operatively with officers, members and partners to achieve common ends in line with the Trust's objectives and seek to resolve any differences constructively.

Raise any unresolved concerns or issues through appropriate channels for advice and guidance.

Promote this code within the Trust, leading by example.

## 6. Implementing the Code

If differences of view or approach arise, the Trust would wish to see individual issues or disagreements being resolved mutually and informally between relevant officers as soon as possible, taking into account the policies and priorities of the Trust and its best interests.

Unresolvable matters can be referred under the Trust's complaints procedure. However, any issues, incidents or behaviour that seriously contravene the code or become disruptive to Trust operations will be referred to the Chair or the Company Secretary for guidance and further action as appropriate.

Further action may include mediation or routine investigation with the aim of resolving the issues swiftly and satisfactorily. However in the most serious breaches of the code a formal investigation may be instituted following which sanctions may be applied. Sanctions may include warnings, variation of duties, suspension or removal from the role or in the most serious cases termination of membership in line with provisions in the Governing Document.

Serious breaches of the code include those that would jeopardise the Trust, its reputation, the ability of the Trust or its officers to function effectively or would otherwise damage confidence in the Trust. Such cases will be handled through an independent process to be initiated by the Company Secretary in consultation with the Chair (or other nominated Trustee) and will follow recognised practice and procedures, such as those recommended by the Advisory, Conciliation and Arbitration Service (ACAS).

Examples of serious breaches are:-

- Dishonesty (e.g. theft, fraud) or misuse of the Trust's property or name
- Personal violence or wilful damage
- Unlawful discrimination or harassment
- Bullying or victimisation including verbal or cyber abuse
- Criminal offences or statutory breaches putting the Trust at risk
- Causing loss, damage or injury through recklessness or serious negligence including breach of health and safety regulations
- Refusal to follow reasonable and legitimate instructions
- Breach of confidentiality
- Any other actions putting the Trust in jeopardy or bringing it into disrepute

***Board of Trustees - 30<sup>th</sup> October 2021***