

## **TransLeeds Staff & Trustee Code of Conduct**

It is the responsibility of staff & trustees to:

1. Act within the governing documents and the law – being aware of the contents as it applies to TransLeeds.
2. Act in the best interests of TransLeeds as a whole – consider what is best for the organisation and its beneficiaries and avoiding bringing TransLeeds into disrepute.
3. Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
4. Respect confidentiality – understanding what confidentiality means in practice for TransLeeds, the board of trustees, the staff, volunteers, service users and the other individuals involved with it.
5. Have a sound and up-to-date knowledge of TransLeeds and its environment – understanding how TransLeeds works and the environment within which it operates.
6. Attend meeting and other appointments or apologise if not – considering other ways of engaging with the organisation if regularly unable to attend staff or trustee meetings. Both staff & trustees are expected to attend at least one support group every three months.
7. Prepare fully for meetings and all work for TransLeeds – reading papers, querying anything you don't understand and thinking through issues in good time before meetings.
8. Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
9. Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
10. Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

Staff & trustees are expected to honour the content and spirit of this code.