



## **Code of Conduct for Directors**

TITLE: Code of Conduct for Directors

SCOPE: Trinity Community Care

REVIEWED BY: Martina Slein - Manager

AUTHOR(S)/(OWNER): Martina Slein, Manager

SIGNATURE(S): Martina Slein

DATE: 19<sup>th</sup> August 2020

APPROVED BY/(LEAD): Board of Directors

DATE: 19<sup>th</sup> August 2020

REFERENCE NO: 001

EFFECTIVE FROM: 19<sup>th</sup> August 2020

APPROVED FROM: 19<sup>th</sup> August 2020

REVIEW DATE: 2023

# Trinity Community Care CLG Code of Conduct for Directors

## Mission Statement

We believe that older people who are frail and vulnerable, within our community have the right to remain in their own homes for as long as possible and that they have a right to quality care and support to do this.

We believe that children have the right to the kind of care that enables them to feel secure and happy in a healthy environment.

Our aim is to provide care and excellent service to those people who need it, old and young.

## Vision Statement

Our Vision is to provide high quality care suitable to service user needs and company capability

## Core Values

The organisation has adopted and adheres to the following values:

Core Value 1 - Our service is determined by the community and area needs

Core Value 2 -To ensure best practice always

Core Value 3 - To value and appreciate the commitments made by all the company employees

Core Value 4 - To treat each person with dignity and respect

Core Value 5 - To promote justice, fairness, honesty, and integrity in our workplace

Core Value 6 - To strive for excellence

## Organisational Values

As a board member of Trinity Community Care CLG., I promise to abide by the fundamental values that underpin all the activities of our organisation.

## Accountability

Everything Trinity Community Care CLG does will be able to stand the test of scrutiny by members of the public, the media, members, beneficiaries, stakeholders, and the regulatory authorities.

## Integrity and Honesty

These will be the hallmarks of all conduct within Trinity Community Care CLG, particularly when dealing with colleagues (board and staff) and external individuals and agencies.

## **Transparency**

Trinity Community Care CLG will strive to promote an atmosphere of openness throughout the organisation to promote confidence to members of the public, staff, beneficiaries, and regulators.

In addition to the above I agree to the following:

## **Law, Mission, Policies**

In my role as board member I will not break the law or go against any regulation in force.

I will support the organisation's mission and actively promote it.

I will abide by organisational policy and procedure.

## **Conflicts of Interest**

I will always act in the best interests of the organisation.

I will declare any conflict of interest or any such circumstance as may be viewed by others as conflicting as soon as it arises.

I will submit to the judgement of the board and do as it require regarding potential conflicts of interest.

## **Person to Person**

I will not act in disregard of organisational policies in my relationships with fellow board members, staff, volunteers, beneficiaries, or anyone I come into contact within my role as board member.

## **Guardian of the organisation's reputation**

I will not speak as a board member to the media or any public forum without the prior knowledge and approval of the Chair or Manager.

When I am asked to represent the organisation, any comments that I make will reflect current policy even if I do not agree with them.

When speaking as a private citizen I will aim to uphold the reputation of the organisation and those who work and volunteer for it.

I will respect organisational, board and individual confidentiality.

I will take an active interest in the organisation's public image.

## **Personal Gain**

I will not personally gain from my role as a board member nor will I permit others to do so because of my actions or negligence.

I will document expenses and seek reimbursement according to agreed procedure.

I will not accept gifts or hospitality without the consent of the Chair.

I will use organisational resources responsibly, when authorised in accordance with procedure.

## **At Board Level**

I will embody the principles of good governance in all of my actions and live up to the trust placed in me by Trinity Community Care CLG. I will abide by the board governance policy - procedures and practice.

I will strive to attend all board meetings.

I will strive to absorb agenda items sent to me in good time and be prepared to contribute my opinions during meetings.

I will honour the authority of the Chair.

I will maintain a respectful attitude to the opinions of others.

I will accept a majority vote.

I will maintain confidentiality unless authorised to speak on matters outside board meetings.

## **Enhancing Governance**

I will participate in appropriate induction, training, and development board activities.

I will support the Manager in her executive role and the Chair in their leadership role.

## **Leaving the Board**

I understand that any substantial breach of this code may result in my removal from the board.

Should I wish to resign I will inform the Chair in writing, stating my reasons for resigning from the board.

I will participate in an exit interview if necessary.

## **Acknowledgement**

This is to state that I the undersigned member of the board of Trinity Community Care CLG., have received the Code of Conduct for Directors document and have familiarised myself with its contents.

I promise to abide by the fundamental values that underpin all the activities of our organisation.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_