



Cymdeithas Elusennol Ynys Môn

Code of Conduct

1. Introduction

Trustees and staff play a vital role in fulfilling our mission and upholding the values of Cymdeithas Elusennol Ynys Môn ("the charity"). This Code of Conduct outlines the principles and standards of behaviour required from all trustees and staff to ensure transparency, integrity, and accountability in our governance.

2. Duty and Responsibilities

- a. Trustees and staff shall act in the best interests of Cymdeithas Elusennol Ynys Môn, always keeping the charity's mission and vision at the forefront of their decisions and actions.
- b. Trustees and staff shall faithfully and diligently carry out their duties, exercising independent judgment and avoiding conflicts of interest that may compromise their impartiality or undermine the charity's integrity.
- c. Trustees and staff shall adhere to all applicable laws, regulations, and legal obligations, ensuring compliance in all aspects of the charity's operations.
- d. Trustees and staff shall fulfil their fiduciary duties, including the duty of care and duty of loyalty, with the highest level of professionalism and ethical standards.

3. Integrity and Ethical Conduct

- a. Trustees and staff shall act honestly, ethically, and with integrity, maintaining the highest standards of personal and professional conduct in all interactions related to Cymdeithas Elusennol Ynys Môn.
- b. Trustees and staff shall avoid any activity, interest, or association that could give rise to an actual or perceived conflict of interest. They shall promptly disclose any conflicts of interest and take appropriate steps to address and manage them in accordance with the charity's Conflict of Interest Policy.
- c. Trustees and staff shall not misuse their position or authority for personal gain, nor shall they engage in any form of fraud, bribery, or dishonest practices.
- d. Trustees and staff shall respect confidentiality and treat all sensitive and privileged information obtained through their role with the utmost discretion and care, in accordance with the charity's Confidentiality Policy.

4. Collaboration and Respectful Relationships

- a. Trustees and staff shall work collaboratively with other trustees, staff, and stakeholders, fostering a culture of mutual respect, inclusivity, and teamwork.
- b. Trustees and staff shall engage in open and honest communication, actively listening to diverse perspectives and respecting the opinions and contributions of others.
- c. Trustees and staff shall maintain professional relationships, avoiding any form of discrimination, harassment, or inappropriate behavior based on factors such as race, gender, age, religion, disability, or any other protected characteristic.
- d. Trustees and staff shall foster an environment that promotes diversity, equity, and inclusion, seeking to ensure that the charity's governance and practices reflect the communities it serves.

5. Stewardship and Accountability

- a. Trustees and staff shall exercise responsible stewardship over the charity's resources, including financial assets, intellectual property, and reputation, ensuring they are used effectively, efficiently, and in alignment with the charity's purpose.
- b. Trustees and staff shall actively participate in the charity's governance and decision-making processes, attending meetings, asking critical questions, and providing informed input to help shape the charity's strategies and policies.
- c. Trustees and staff shall ensure accurate and transparent reporting, both internally and externally, and act in accordance with the charity's financial and reporting obligations.
- d. Trustees and staff shall submit themselves to appropriate evaluation and assessment processes, seeking to continuously enhance their individual and collective effectiveness in fulfilling their trustee duties. This will be undertaken annually with the Chair of the Board of Trustees.

6. Compliance and Enforcement

- a. Trustees and staff shall familiarize themselves with and comply with all relevant policies, procedures, and governing documents of Cymdeithas Elusennol Ynys Môn
- b. Non-compliance with this Code of Conduct may result in disciplinary action, including but not limited to removal from the board of trustees, as per the charity's Disciplinary Policy and Procedure for both staff and Trustees.

7. Policy Review

This Code of Conduct shall be reviewed annually to ensure its continued relevance and effectiveness. Any updates or amendments shall be communicated to all staff and trustees.

By adhering to this Code of Conduct, trustees and staff of Cymdeithas Elusennol Ynys Môn demonstrate their commitment to the charity's vision, mission and values.

Reviewed by the Board of Trustees: June 2023

Next Review: May 2024