



POLICY – CODE OF CONDUCT

ST MADOC OF FERNS COMMUNITY GROUP

REGISTERED CHARITY 1204104

1. Introduction

These behaviours support open and supportive culture where everyone can contribute. The guidelines have been (minimally) adapted from a template provided by [Charity Excellence](#).

2. Scope

This document describes the behaviours required from Trustees the St Madoc of Ferns Community Group and those supporting them on the committee managing the charity.

3. Code of Conduct

As a board, collectively and individually, we will:

- **Act legally and properly** - by acting with integrity, honesty, within the law and our governing document, and in the charity's best interests at all times.
- **Create a safe space** – in which everyone is encouraged and feels able to speak.
- **Positively challenge** – each other, but avoid being confrontational - saying 'no', 'that won't work'.
 - Instead, we ask open questions that will help us work together to explore/test an idea, or suggestion - who, what, when and how, but not why, which can come across as accusatory).
- **Think, then speak** – what can I say succinctly that will most help the Board?
- **Feel able to ask the questions that need to be** – there is no elephant in the room or, if there is, we're all working together to get it out.
- **Act strategically** – by thinking externally and longer term.
- **Support our colleagues with specific responsibilities** - by recognising that it's not our role to perform a role given to others, but to give every help and support to them.
- **Focus on solutions**– by talking about the past, only to learn from it, avoid talking about what we can't do and, instead, focus on what we could do.
- **Welcome differing viewpoints** - respect each other's right to hold a different opinion and recognise our own right to do so too.
- **Don't make assumptions** – about who someone is, but rather respond based on the facts/content of what they said.
- **All contribute**- the contribution of the young, old, or those with lived experience is different to that of the professionals but isn't less than.
 - Everyone has something to give and something to learn.
 - And no one person is allowed to dominate the conversation to the exclusion of others.
- **Are slow to take offence** – and quick to apologise, always.
- **Give permission**– to everyone else to remind us when we inadvertently stray from the above.
- **Accept responsibility** – for ensuring that everyone is treated fairly, with respect and kept safe from harm.

4. Deviating from the Code of Conduct

If a member of the committee feels that one or more colleagues have not met the standard laid down in the Code of Conduct, they are encouraged to make them aware of their concern and to resolve the issue amicably and informally.

However, if they feel that there is a serious breach of standards or they are uncomfortable with approaching colleagues directly, then they should discuss the matter with an Officer of the charity (preferably the Secretary, or Chair). The complainant is free to decide whether to follow an informal route, supported by the Officer, or take the formal route described in the current version of the group's Disputes policy.