

Code of Conduct for Trustees of Communication Matters (CM)

Selflessness



Trustees of CM have a general duty to act in the best interests of CM as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from.

Integrity

CM's Trustees:



- should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role;
- as well as avoiding actual impropriety, should avoid any appearance of improper behaviour;
- should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

Objectivity



In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, CM's trustees should ensure that decisions are made solely on merit.

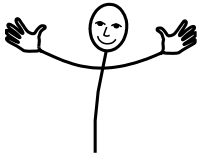
Accountability

CM's trustees:



- have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in CM;
- are accountable for their decisions and actions to the public, CM membership and funders. They must submit themselves to what scrutiny is appropriate to their role.

Openness



CM's trustees:

- should ensure that confidential material, including material about individuals, is handled in accordance with due care and current legislation;
- should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

Honesty



CM's trustees:

- have a duty to declare any interests relating to their trustee role and to take steps to resolve any conflicts that may arise. Where private interests of a trustee conflict with their trustee duties, he/she must resolve this conflict in accordance with CM's conflict of interest policy
- must make relevant declarations of interest in the different circumstances and roles they play both within and outside CM in accordance with CM's conflict of interest policy

Confidentiality



CM trustees must keep all trustee business (both in board meetings and elsewhere) confidential unless with express permission otherwise or in the event of having to comply with a request in connection with a legal matter. This duty of confidentiality persists even after a trustee has left the board (i.e. CM matters cannot be divulged after a trustee is no longer a trustee)