



Dignity4Patients

First Floor

29 Park Heights

Grange Rath

Drogheda

Co. Meath

A92P8FP

Helpline: 041-9843730

Helpline Text: 086 1654111

Office: 041-9845761

Office Open: Monday – Thursday

Helpline Hours: 10:00am – 04:00pm

Board - Code of Conduct for Charity Trustees

By reading this document and accepting the role of a charity trustee of DIGNITY4PATIENTS, all charity trustees agree to the following responsibilities:

General Conduct

- Charity trustees are required to act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which charity trustees do not have relevant expertise.
- Charities trustees are required to always act in the best interests of the charity.

Independence

- Charity trustees are required to act independently, in relation to assets, legal and regulatory obligations.
- Charity trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the charity or its volunteers and employees. More specifically charity trustees:
 - must avoid actual impropriety and any appearance of improper behaviour.
- Charity trustees must not act to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for.
- Charity trustees should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as charity trustee. Any gifts or hospitality received in any connection to DIGNITY4PATIENTS should not exceed the value of €50 and should be declared to the Board.

Charity Trustee Roles

Charity trustees should:

- Always understand and perform their roles and responsibilities to the best of their abilities.
- Be prepared to provide adequate time and commitment as required to fulfil the role of charity trustee, adequately preparing for meetings, and participating in committees and special events when required.

Board Meetings

Charity trustees should:

- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating others.
- Always respect the authority of the Chairperson of the board, and the Chairperson of any meeting.
- Be fair and open-minded to all discussions of the board, maintain a balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of the charity.
- Bring a genuinely independent perspective to enhance decision-making
- Ensure their contributions are informed and impartial when presenting views on topics in meetings



Dignity4Patients

First Floor

29 Park Heights

Grange Rath

Drogheda

Co. Meath

A92P8FP

Helpline: 041-9843730

Helpline Text: 086 1654111

Office: 041-9845761

Office Open: Monday – Thursday
Helpline Hours: 10:00am – 04:00pm

Volunteers/Employees within the Charity

Charity trustees should:

- Aim to support volunteers and employees in carrying out their duties, in terms of their conduct, serve as an example of how everyone in the charity should conduct themselves to reflect the values of the charity.
- Work considerately and fairly in a way that respects diversity, different roles and boundaries to avoid offense.
- Accept and respect the difference in roles between the board on the one hand employees on the other, ensuring that the board, and employees work effectively and cohesively for the benefit of the charity by:
 - respecting management and avoiding any actions that might undermine such roles
 - not interfering in the performance by employees of duties delegated to them within the charity

Legal Requirements and Policies

Charity trustees must:

- Act in accordance with the charity's governing document and ensure that the charity complies with all applicable laws including charity law, company law, health and safety law, data protection law and employment law.
- Promote and preserve the obligations of confidentiality about sensitive board matters.
- Abide by the charity's conflict of interest policy and ensure the conflict-of-interest register is regularly updated.
- Abide by any equality, safeguarding, health & safety, bullying & harassment policies agreed by the board.
- Ensure that claims for out-of-pocket expenses are made in accordance with agreed procedures.

Where a charity trustee is found to be in breach of the standards outlined by the board in its Code of Conduct, he or she will be asked to meet with the Chairperson of the board to assess his or her suitability for the role. Consistent breach of the Code of Conduct by a charity trustee may result in the trustee's tenure being terminated.

The board of charity trustees will review this Code of Conduct for trustees at 3-year intervals or as appropriate and request a resigning for all active trustees.

I the below signed trustee / staff member agree to abide be the aforementioned items listed in this document and confirm I have received a copy of and agree to this code.

Print Name: _____

Trustee / Staff Member Signature: _____

Date of Declaration:- ___ / ___ / ___