



Trustee Code of Conduct

As a trustee of LUPUS EUROPE, I promise to abide by the fundamental values that underpin all the activity of LUPUS EUROPE; Transparency, Democracy, Independence, Impartiality and Vitality. In addition, I agree to the following points:

Law, mission, policies

1. I will not break the law or go against charity or company regulations in any aspect of my role of trustee.
2. I will support the mission "To be the voice of lupus in Europe and empower the national organisations for people living with lupus" and consider myself its guardian.
3. I will abide by organisational policies.

Conflicts of interest

1. I will always strive to act in the best interests of the organisation.
2. I will declare any current or potential conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
3. I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

Person to person

1. I will not act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.
2. I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.

Protecting the organisation's reputation

1. I will not speak as a trustee to the media or in a public forum without the prior knowledge and approval of the General Secretary or Chair of LUPUS EUROPE.
2. When speaking as a trustee, my comments will reflect current organisational policy even when these do not agree with my personal views.
3. When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
4. I will respect organisational, board and individual confidentiality.
5. I will take an active interest in the organisation's public image.

Commitment

1. I will do my utmost to devote appropriate time preparing for and attending the meetings or events to ensure they add value to the collaboration, research or project.
2. When attending meetings on behalf of, or subsidised by, LUPUS EUROPE, I will act in accordance with LUPUS EUROPE's direction, and to deliver at best the objectives of LUPUS EUROPE in the participation to said meetings.

Personal gain

1. I will not seek any personal material or financial gain from my role as trustee, nor will I permit others to do so as a result of my actions or negligence. If my role leads directly or indirectly to personal gain, I will clearly expose the situation to the LUPUS EUROPE Board, and obtain approval before making any commitment.
2. I will document expenses and seek reimbursement according to procedure.
3. I will not accept substantial gifts or hospitality going beyond reimbursement or coverage of legitimate expenses to attend events of a business nature. In applying this, I will be cautious that different people could interpret in different ways what constitutes a substantial gift or hospitality and will seek Board clearance before acceptance.
4. I will use organisational resources responsibly, when authorised, in accordance with procedure.

In the boardroom / Online Meetings

1. I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by LUPUS EUROPE.
2. I will abide by board governance procedures and practices.
3. I will strive to attend all board meetings, giving apologies ahead of time to the Secretary if unable to attend.
4. I will study the agenda and other information sent to me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
5. I will honour the authority of the Chair and respect their role as meeting leader.
6. I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
7. I will accept a majority board vote on an issue as decisive and final.
8. I will maintain confidentiality about what goes on at Board meetings unless authorised by the Chair or board to speak of it.

Enhancing governance

1. I will participate, where possible, in induction, training and development activities for trustees.
2. I will participate in any training required by the Charity Commission or the law, to fulfil my role as Trustee.
3. I will make myself familiar with my role and duties as a Trustee, in-line with Charity Commission Guidelines (<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>).
4. I will strive to identify good candidates for trusteeship that build the organisation leadership with diverse skills to meet our short, mid and long-term goals.
5. I will support all Trustees and the General Secretary with development opportunities that are for the benefit of LUPUS EUROPE's mission and strategy.

Leaving the board

1. I understand that substantial breach of any part of this code may result in my removal from LUPUS EUROPE's Board trustee following investigation where I will have a right to reply.
2. Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Name:

Signature:

Date: