



including Todmorden War Memorial Trust and Abraham Ormerod Trust

Code of Conduct

Tod Support distributes funds bequeathed by benefactors to help people in need in Todmorden. It is critically important that all those involved in Tod Support are seen to be acting in the interest of the local community. All Trustees, volunteers and representatives for Tod Support are required to follow the Code of Conduct. Trustees are responsible for drawing up the Code of Conduct, and their own conduct should serve as an example of how everyone involved in Tod Support should conduct themselves, in order to reflect the values of the organisation.

This policy is written in the first person in order for all Trustees and volunteers to personally adopt this.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty.
- I act lawfully.
- I treat all persons fairly and with respect.
- I act in a way that secures public confidence in Tod Support.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community.
- I adhere to the policies, processes and budget restraints as agreed by the Trustees and the Treasurer.
- I do not improperly seek to confer an advantage, or disadvantage, on any person.
- I avoid conflicts of interest.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media

General Conduct

1. Respect

1.1 I treat members of the public with dignity and respect.

TES works with people who are often at a difficult point in their lives. It is important that everyone is

treated with dignity and respect and listened to. Respect means politeness and courtesy in behaviour, speech, and in the written word.

1.2 I treat representatives of partner organisations with respect and respect the role they play.

1.3 I treat everyone I work with at Tod Support with respect and value the contribution they make to the organisation.

1.4 As a Trustee, I may engage in a debate respectfully against a proposal at a Trustee's meeting but if the proposal is agreed, I will support and adhere to the new policy.

2. Bullying, harassment and discrimination

I will not engage in any activity that may cause physical or mental harm or distress to another person such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community.

3. Confidentiality

3.1 I will adhere to the Data Protection policy agreed by TES Trustees and in line with GDPR requirements.

3.2 I will not Improperly disclose, during or after my involvement with Tod Support ends, confidential information gained in the course of my role.

3.3 As a Trustee, I recognise that all papers presented for decision at Trustee meetings are confidential and are only circulated more widely if a proposal is agreed.

4. Disrepute

I will not bring Tod Support into disrepute.

You may be involved in making decisions which affect the lives of an individual or their families or be involved in working with a partner organisation or representing Tod Support in the community. It is important that you follow the Code of Conduct at all times so that public confidence in Tod Support is not undermined.

Compliance with the Code of Conduct

Should your conduct fall short of the standards in the Code of Conduct, a complaint may be made against you, which may result in an investigation and action being taken, in accordance with the process set out by Trustees.

Name (Printed) _____

Signed _____

Dated _____