

Trustee Code of Conduct

In addition to their general responsibilities, Cambridge Rape Crisis Centre (CRCC) trustees must also act in accordance with the following attributes, principles and legal requirements.

Selflessness

CRCC trustees have a general duty to act in the best interests of CRCC as a whole. They should not perform actions or make decisions as a trustee in order to gain financial or other material benefits for themselves, their family, their friends or any organisation they work for or represent.

Honesty and integrity

CRCC's trustees:

- Must not benefit financially in any way from CRCC (reasonable expenses may be reimbursed on submission of receipt(s)).
- 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.
- Should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.
- Should conduct themselves in a manner which does not damage or undermine CRCC, or its staff, individually or collectively, and should not take part in any activity which is in conflict with the objects of, or might damage the reputation of, CRCC.
- As well as avoiding actual impropriety, trustees should avoid any appearance of improper behaviour.
- Must declare any actual or potential conflict of interest and take steps to resolve any conflicts that may arise.
- Where the private interests of a trustee conflict with the trustee duties, must resolve this conflict in favour of the trustee role.

Objectivity

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

Accountability

CRCC'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 CRCC.
- Are accountable for their decisions and actions to the public, funders and service users. They must submit themselves to what scrutiny is appropriate as their role.

Confidentiality

CRCC trustees should ensure that all confidential material, including material about individuals, is handled with due care and consideration. If dealing with individual casework, the trustees must abide by the CRCC Confidentiality, Data Protection and Sharing Information Policy.

Openness

CRCC trustees should be as open as possible about their decisions and actions that they take. They should give reasons for their decisions and communicate them clearly to staff and volunteers and restrict information only when the wider interest clearly demands it.

Commitment

CRCC trustee are required to make a minimum commitment to the organisation:

- A trustee should reasonably expect to make a minimum commitment of one year.
- This further comprises attendance at monthly Management Committee meetings, the Annual General Meeting (AGM) and any General Meetings called, and, if necessary, active involvement in a Sub-Group.
- It is hoped trustees will make themselves available to attend further training, planning or other events connected with CRCC.
- If a trustee is no longer able to commit to her duties, or is absent without good reason from two consecutive meetings, the Trustee Board will discuss with her how to solve the problem, and may, if necessary, resolve that her position be vacated.



Cambridge Rape Crisis Centre

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