

CODE OF CONDUCT FOR TRUSTEES

DECLARATION FORM

Members of the Heriot-Watt University Student Union (HWUnion) Board of Trustees are required to complete a 'Disclosure of Trustees' Interests – Conflicts Register' return annually as required by the Auditors.

In addition, all Trustees of HWUnion are required to sign up to this Code of Conduct on initial appointment and to commit to the following behaviours in respect of actions taken as a Trustee of HWUnion, namely to:

- Develop a sound knowledge of HWUnion and its environment, and maintain an up-to-date understanding of the charity and its objectives, and the purpose of the Board of Trustees
- Act in accordance with the HWUnion objects, purposes and values as set out in the Union's governing documents including the Trustee Board Terms of Reference and the Remit, Responsibilities and Authority of the Board contained therein, and with the HWUnion Articles of Association
- Attend meetings and any other appointments in connection with HWUnion duties, giving apologies timeously for those meetings for which the trustee is unavailable. In accordance with the HWUnion Articles of Association, a Trustee is not expected to be absent, without good reason, for more than three consecutive meetings of the Board of Trustees
- Prepare fully for meetings and for all activities undertaken in conjunction with, and on behalf of, HWUnion, contributing to items for Trustee Board member consideration and providing feedback when requested
- Co-operate with other Trustee Board members in ensuring fair, effective and ethical conduct of business, actively engaging in respectful discussion and civil debate, and participating in reaching decisions by consensus, voting when required in exceptional circumstances, and accepting majority decisions
- Ensure that the Board operates in an open and accountable manner, respecting equality, diversity and inclusion
- Demonstrate respect and value in relationships and interactions with the staff of HWUnion
- Avoid causing offence and take steps to defuse potential conflicts of interest
- Respect confidentiality
- Act in the best interests of the organisation as a whole, promoting HWUnion's reputation and representing HWUnion effectively externally
- Not gain materially or financially unless specifically authorised to do so
- Act in compliance with UK and Scottish legal requirements and regulations including Employment, Charity, and Health and Safety law

I, the undersigned, confirm that I am eligible to be appointed as a Trustee of HWUnion and agree to abide by this HWUnion Code of Conduct. I understand that a significant breach of this Code of Conduct could result in removal from my position as a Trustee of HWUnion (in accordance with the HWUnion Articles of Association).

NAME:

SIGNATURE:

DATE:

This form will be retained in the relevant HWUnion files for the duration of your term of appointment as a Trustee of HWUnion