



Trustee Code of Conduct

Loddon and Chedgrave Jubilee Hall

Registered Charity No. 285015

Effective July 2026 | Review July 2027

1. Purpose

This Code of Conduct sets out the standards of behaviour expected of all Trustees of Jubilee Hall Loddon. It supports the Trust Deed and reflects the Charity Commission's guidance in The Essential Trustee (CC3).

2. Our Responsibilities

Trustees will:

- Act only in the best interests of the charity.
- Comply with charity law and other relevant legislation.
- Protect the charity's assets, finances and reputation.
- Exercise reasonable care, skill and diligence.
- Make decisions collectively.
- Respect properly made trustee decisions.

3. Trustee Behaviour

Trustees will:

- Act honestly and with integrity.
- Declare actual, potential or perceived conflicts of interest.
- Treat everyone with courtesy and respect.
- Listen to differing views.
- Challenge ideas constructively, not individuals.
- Never bully, harass or discriminate.

4. Collective Responsibility

Trustees recognise that decisions are made collectively. Once a decision has been properly made, all Trustees will support that decision publicly while remaining free to raise questions during meetings.

5. Attendance and Participation

Trustees will attend meetings regularly, read papers in advance, participate constructively, notify the Chair of absences and complete agreed actions.

6. Conflicts of Interest

Trustees will complete an annual Declaration of Interests, declare interests at meetings and withdraw from discussions or decisions where required in accordance with the Conflict of Interest Policy.

7. Financial Responsibility

Trustees will follow Financial Regulations, safeguard charity funds, seek value for money and ensure expenditure supports the charity's purposes.

8. Confidentiality

Confidential information obtained through the role of Trustee must not be disclosed unless authorised or legally required.

9. Relationships with Staff and Volunteers

Trustees provide strategic leadership, support staff and volunteers, and avoid interfering in day-to-day management unless specifically authorised.

10. Social Media and Public Statements

Trustees will not present personal opinions as those of the charity and will avoid actions that could damage the reputation of Jubilee Hall.

11. Equality, Diversity and Inclusion

Trustees will promote a welcoming, inclusive environment and treat everyone fairly and with respect.

12. Breaches of this Code

Concerns should normally be raised with the Chair, or with another appropriate Trustee where the concern relates to the Chair. The Board may investigate and take appropriate action.

13. Annual Declaration

Each Trustee will annually confirm that they have read this Code, understand their responsibilities and have completed a Declaration of Interests.