

ACLI code of conduct

It is the responsibility of ACLI trustees to:

- Act within the governing document and the law – being aware of the contents of the ACLI constitution and the law as it applies to our organisation.
- Act in the best interest of ACLI as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing ACLI into disrepute.
- Manage conflicts of interest effectively and with transparency– registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- Respect confidentiality – understanding what confidentiality means in practice for the ACLI board and the individuals involved with it (including paperwork which should be kept in good order and secure).
- Attend meetings and other appointments whenever possible and in full and give apologies in advance when unable to do so.
- Prepare fully for meetings and all work for ACLI – reading papers, querying anything you don't understand and thinking through issues in good time before meetings.
- Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- Act jointly and accept a majority decision – making decisions collectively, standing by them externally and not acting individually unless specifically authorised to do so.
- Ensure that all substantial matters are fully discussed collectively before being acted upon.
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.
- A serious and/or repeated breach of this code of conduct may lead to the offending trustee being asked to step down.

Trustees are expected to honour the content and spirit of this code.

Signed

Name

Date