



UNDEB ABERYSTWYTH OFFICER TRUSTEE CODE OF CONDUCT

1. Introduction

1.1 Undeb Aberystwyth has a Code of Conduct to ensure that Officer Trustees understand the behaviours that are expected of them and what steps will be taken should these behaviours not be met.

Officer Trustees are considered by the Charity Commission to be the public voice of the union. They are expected to observe the behaviours detailed within the Member Code of Conduct and employee policies, in addition to specific behaviours expected from holding office as a Trustee of the charity.

This Code does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time

2. Scope

This Code applies to all full-time elected Officer Trustees of the Union.

3. Member Code of Conduct

Officer Trustees are expected to observe and maintain the standards of behaviour outlined in the Member Code of Conduct and agree to:

- Act in accordance with Undeb Aberystwyth's policies and byelaws and operate within the rules related to the activities in which you participate;
- Always behave in a reasonable and responsible manner and avoid actions which could unreasonably endanger others or bring the Students' Union, University or our partners into disrepute;
- Demonstrate mutual respect and understanding for all members of the University and wider community;
- Ensure all members feel welcome to participate in discussions, activities, services or events;
- Conduct yourself in a reasonable manner relating to language, noise and behaviour;
- Encourage others to comply with the Code and do not pressure or encourage others to breach these standards of behaviour;
- Treat all Undeb Aberystwyth and University property with respect and not interfere with other people's enjoyment of our facilities, services or activities.

4. Expected Behaviours of Officer Trustees

In holding office as a full time, elected Officer Trustee of the Union, all Officer Trustees also agree to the following:

- Act within the governing document of the Union and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the Memorandum and Articles of Association and relevant policies and procedures.
- Be an active trustee, making your skills, experience and knowledge available to the Union.

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- Respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- Uphold the democratic principles of the Union and ensure that you understand the interactions between the voice of the student body and the governance of the Students' Union.
- Use Union resources responsibly and when claiming expenses will do so in line with Undeb procedures.
- Be accountable for my actions as a trustee of the Undeb, and will submit to whatever scrutiny is appropriate.
- Accept responsibility to ensure that the Undeb is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

5. Declaration of Officer Trustees

As Trustees of the charity, all elected Officer Trustees are required to understand and agree to the following conditions.

5.1 Managing Interests

- You will act in the best interests of the Union, and not as a representative of any group considering what is best for the Union and its present and future beneficiaries.
- You will avoid bringing the Union into disrepute. This includes maintaining high standards of professional conduct and avoiding making public comments about the organisation unless authorised to do so.
- You will not put yourself in a position where your personal interests conflict with your duty to act in the interests of the organisation. Where there is a conflict of interest you will ensure that this is managed effectively in line Union policy.
- You understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

5.2 Attendance at Meetings

- You will endeavour to attend all appropriate meetings and other appointments at the Union or give apologies where this is not possible.
- You will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything you do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- You will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- You will actively contribute towards improving the governance of the Trustee Board, participating in induction and training and sharing ideas for improvement with the board.
- You will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.

5.3 Relations with Others

- You will endeavour to work considerately and respectfully with all those you come into contact with at the Union. You will respect diversity, different roles and boundaries, and avoid giving offence.

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- You recognise that the roles of trustees, volunteers and staff of the Union are different, and you will seek to understand and respect the difference between these roles.
- You agree to raise any concerns or issues that involve individual Union staff directly to the CEO.
- You agree to declare an existing personal relationship with another employee, a student, or a client or customer of the Union or make a declaration if you embark on a close personal relationship with a colleague or student during my term of office. You will make this declaration to the CEO in the first instance.

6. Breaches of this code

This Code of Conduct has been drawn up to provide a source of guidance to the Union's Officer Trustees.

All Officers must comply with both the provisions of this code and the Union's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.