

July 2026

Trustee Code of Conduct

Version 1.0



Careers Springboard Gerrards Cross

REGISTERED CHARITY NUMBER: 1028040

Trustee Code of Conduct

Adopted: July 2026 | Review Date: July 2027 | Approved by the Trustee Board

Policy Owner	Chair of Trustees
Applies To	All trustees of Careers Springboard Gerrards Cross
Legal Basis	Charities Act 2022; Charity Commission CC3 guidance

1. Purpose

This Code of Conduct sets out the standards of behaviour that all trustees of Careers Springboard Gerrards Cross are expected to uphold. It reflects both legal requirements and the values of our charity. By accepting appointment as a trustee, each individual agrees to abide by this Code.

2. Core Legal Duties of Trustees

All trustees must, in accordance with the Charities Act 2022 and Charity Commission guidance (CC3):

- Act in the best interests of the charity and its beneficiaries at all times
- Act with reasonable care, skill, and sound judgement
- Safeguard and apply the charity's assets only for its charitable purposes
- Comply with the charity's governing document and all applicable laws
- Act collectively and support decisions made by the board

3. Expected Standards of Behaviour

3.1 Attendance & Preparation

- Attend trustee meetings regularly and punctually
- Come to meetings having read all papers in advance
- Contribute actively to discussions and decisions

3.2 Conflicts of Interest

- Declare any personal, financial, or professional conflict of interest promptly
- Withdraw from discussion and decision-making where a conflict exists
- Maintain an up-to-date entry in the charity's Register of Interests

3.3 Conduct

- Treat all fellow trustees, volunteers, and members with dignity and respect
- Not speak on behalf of the charity without authorisation from the board
- Maintain confidentiality of sensitive board discussions
- Not use the charity's name, resources, or connections for personal gain

- Not act in a way that brings the charity into disrepute, including on social media

3.4 Financial Integrity

- Ensure the charity's financial resources are managed responsibly
- Approve only expenditure that is in the charity's best interests
- Not accept gifts, hospitality, or payments from third parties in connection with your trustee role without board agreement

4. Transparency with Beneficiaries and the Public

Trustees recognise that Careers Springboard is a public-facing charity, and that public trust is fundamental to our work. Trustees will:

- Ensure the charity publishes its key governance policies publicly
- Support the charity to meet all Charity Commission reporting requirements
- Act with honesty and transparency in all dealings on behalf of the charity

5. Commitment to Equality

All trustees are expected to uphold the charity's Equality, Diversity & Inclusion Policy and to champion a culture of inclusion within the board and the organisation.

6. Breach of this Code

Where a trustee is believed to be acting in breach of this Code, the matter will be raised first by the Chair (or another trustee if the Chair is implicated). The board will discuss the matter and determine appropriate action, up to and including removal, in accordance with the governing document.

7. Acknowledgement

All trustees are asked to sign and date this Code of Conduct on appointment, and to reconfirm annually.