

**DATED**

**2017**

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**SOLICITORS BENEVOLENT ASSOCIATION (SBA)**

**operating as**

**'The Solicitors' Charity'**

**REGISTERED CHARITY NUMBER: 1124512**

**REGISTERED COMPANY NUMBER: 6601907**

**CODE OF CONDUCT**

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**ADOPTED: 14 June 2017**

**LAST AMENDED: November 2020**

## **SOLICITORS BENEVOLENT ASSOCIATION (SBA)**

**REGISTERED CHARITY NUMBER 1124512**

**COMPANY NUMBER 6601907**

### **CODE OF CONDUCT**

I will respect and uphold the vision and values of the Solicitors Benevolent Association ("SBA").

#### **GENERAL**

- I will act within the governing document of the SBA and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the governing document and relevant policies and procedures.
- I will support the objects and mission of the SBA championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- I will be an active Trustee, making my skills, experience and knowledge available to the SBA and seeking to do what additional work I can outside Trustee meetings, including sitting on sub-committees.
- I will respect organisational, Board and individual confidentiality, whilst never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of the SBA and its environment. This will include an understanding of how the SBA operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- I will use the SBA's resources responsibly, and when claiming expenses will do so in line with the SBA procedures.
- I will seek to be accountable for my actions as a Trustee of the SBA and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that the SBA is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

#### **MANAGING INTERESTS**

- I will not gain materially or financially from my involvement with the SBA unless specifically authorised to do so.
- I will act in the best interests of the SBA as a whole, and not as a representative of any group, considering what is best for the SBA and its present and future beneficiaries and avoiding bringing the SBA into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with the SBA policy.
- I understand that a failure to declare a conflict of interest may be considered to be a breach of this Code.

## **MEETINGS**

- I will actively participate in the Board performance and appraisal process.
- Unless I have a very good reason, I will attend all meetings of the Board, whether the quarterly meetings, any extraordinary meetings, and the annual Trustees' Away Day. If, however I am unable to attend I will, unless circumstances prevent, give my apologies in writing in advance to the CE or the Chair of Trustees.
- I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the Board and will not act individually unless specifically authorised to do so.

## **GOVERNANCE**

- I will actively contribute towards improving the governance of the Trustee Board, participating in induction and training and sharing ideas for improvement with the Board.
- I will engage with the Nominations Committee where required in seeking to identify good candidates for Trusteeship at the SBA and in ultimately appointing the same as required under the governing document.

## **RELATIONS WITH OTHERS**

- I will endeavour to work considerately and respectfully with all those I come into contact with at the SBA. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of Trustees, volunteers and staff of the SBA are different, and I will seek to understand and respect the difference between these roles.
- Where I also volunteer with the organisation I will maintain the separation of my role as a Trustee and as a volunteer.
- I will seek to support and encourage all those I come into contact with at the SBA. In particular, I recognise my responsibility to support the chair and the senior staff member.
- I will not make any adverse public comments about the organisation. Any public comments I make about the SBA will be considered and in line with the SBA's Social Media Policy, whether I make them as an individual or as a Trustee.

## **LEAVING THE BOARD**

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the Board.
- Should this happen I will be given the opportunity to be heard. If I am asked to resign from the Board I will accept the majority decision of the Board in this matter and resign at the earliest opportunity.
- If I wish to cease being a Trustee of the SBA at any time, I will inform the Chair in advance in writing, stating my reasons for leaving.
- Even after ceasing to be a Trustee of the SBA for any reason, I will continue to respect the confidentiality of the Board.

Signed\_\_\_\_\_

Name\_\_\_\_\_

Date\_\_\_\_\_