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## **Code of Conduct Policy**

### **1. Introduction**

Natural Kirklees seeks to offer democratic, open and integrated services to trustees, volunteers and members.

We will develop, provide and offer resources and projects that facilitate, promote and support our objectives.

To achieve these aims the trustees of Natural Kirklees recognise the need for an effective and highly professional approach to our work. This code of conduct outlines the basis for our cooperation as a charity.

### **2. Behaviour as a trustee and volunteers**

- a) This Code of Conduct covers all trustees and volunteers in any private or public meeting, private correspondence or service delivery setting.
- b) The Natural Kirklees chairperson, (unless involved) will arbitrate in any dispute over the conduct of any trustee or volunteer where their conduct may impact on Natural Kirklees.

#### **Be considerate**

Your work as volunteer will affect other people and you in turn will depend on the work of others. Any decision you take will affect colleagues and we expect you to take those consequences into account when making operational decisions and entering into discussion and negotiations with other trustees, volunteers, member groups and external agencies.

Where there are potential conflicts of interest these should be fully disclosed to the chair.

#### **Be respectful**

Natural Kirklees values the participation and contribution of all its trustees and volunteers. We expect trustees and volunteers to be professional and respectful when dealing with colleagues as well as with people outside the charity, even where there is disagreement.

If, as part of your role in Natural Kirklees, you deal with personal or sensitive information, then it is expected that you will keep this information confidential.

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## **Be collaborative**

Natural Kirklees is about collaboration and working together. Collaboration improves the quality of the work and support offered and values the input of others.

## **Be consistent**

Trustees and volunteers of Natural Kirklees will, wherever possible, uphold verbal or written agreements – we will do what we said we would do when we said we would do it.

## **Be representative**

As a trustee and/or volunteer of Natural Kirklees you are expected to allow everyone to have the opportunity to voice their opinions and any concerns they might have.

## **Uphold Natural Kirklees principles**

Disagreements happen all the time and Natural Kirklees is no exception. The important goal is not to avoid disagreements or differing views but to resolve them constructively.

## **Uphold the democratic decisions of Natural Kirklees**

Where a decision has been made, trustees and volunteers are expected to uphold and implement the decisions of the Trustee Meeting and in between General Meetings the decisions of the Trustees. This does not mean that there cannot be disagreement; trustees or volunteers uncomfortable with a decision should be offered support to implement the decisions or a consensus reached on participation or implementation of the decision. Additionally, Trustees should ensure that decisions do not compromise a person's health and safety, equality or personal or religious beliefs or any other legal rights – however, trustees and volunteers are expected to behave in a manner that upholds the democratic structures of Natural Kirklees.

## **When you are unsure, ask for help**

Nobody knows or is expected to know everything. Asking questions can often help to avoid problems and so questions are encouraged. Those who are asked should be responsive and helpful.



Signed  
Trustees

Ed Day – Chair of the

Policy Date – 4th June 2025

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