



NEW HOPE GLOBAL CODE OF CONDUCT

DECEMBER 16, 2019

2ND FLOOR (ABOVE BIRCHFIELD LIBRARY)
3 TRINITY ROAD,
BIRMINGHAM
B6 6AH

NEW HOPE GLOBAL CODE OF CONDUCT POLICY

This Code covers some of the most important issues relating to personal conduct and gives a framework for standards and behaviours but is not intended to be exhaustive.

- **Inclusiveness** – we recognise that diversity is strength and will seek to involve all people, as active participants in their community.
- **Responsive** – we will strengthen the efforts of individuals and groups to meet community needs and make a difference.
- **Quality** – we will strive for excellence in the delivery of our services and activities.
- **Connected** – we will work with others through local and regional cross-sectoral links and partnerships to enhance community well-being.
- **Accessible** – we will provide fair and open access to volunteer opportunities and support.
- **Forward looking** – we will recognise the need for continual review and improvement.
- **Impact focused** – we believe that success is measured by outcomes and will seek to deliver results that benefit both individuals and the community.

GENERAL

- I will act within the governing document of NEW HOPE and the law and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the Memorandum & Articles of Association and relevant policies and procedures.
- I will support the objects and mission of NEW HOPE, 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 NEW HOPE 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, while 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 NEW HOPE and its environment. This will include an understanding of how NEW HOPE operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- I will use NEW HOPE's resources responsibly, and when claiming expenses will do so in line with NEW HOPE procedures.

- I will seek to be accountable for my actions as a Trustee of NEW HOPE, and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that NEW HOPE 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 NEW HOPE unless specifically authorised to do so.
- I will act in the best interests of NEW HOPE as a whole, and not as a representative of any group – considering what is best for NEW HOPE and its present and future beneficiaries and avoiding bringing NEW HOPE 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 NEW HOPE 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 attend all appropriate meetings and other appointments at NEW HOPE or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with NEW HOPE.
- 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

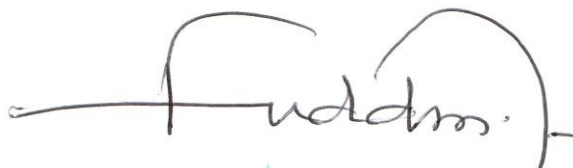
- I will actively contribute towards improving the governance of the Trustee Board participating in induction and training and sharing ideas for improvement with the Board.
- I will help to identify good candidates for Trusteeship at NEW HOPE and, with my fellow Trustees, will appoint new Trustees in accordance with agreed selection criteria.

RELATIONS WITH OTHERS

- I will endeavour to work considerately and respectfully with all those I come into contact with at NEW HOPE. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of Trustees, volunteers and staff of NEW HOPE 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 NEW HOPE. In particular I recognise my responsibility to support the chairperson and the senior staff member.
- I will not make public comments about the organisation unless authorised to do so. Any public comments I make about NEW HOPE will be considered and in line with organisational 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 Trustee Board.
- Should this happen I will be given the opportunity to be heard. In the event that 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 NEW HOPE at any time, I will inform the Management Committee in advance (giving as much notice as possible) in writing, stating my reasons for leaving.



Signed

Name & Job
Title

Mohammed Foiz Uddin MBE, Chairman.

Date

16/12/2019