

# Friends of the Hyde Park Picture House (The Friends)

## Code of Conduct for Trustees

It is the responsibility of trustees to honour the content and spirit of this code:

1. Act within the governing document (constitution) and the law as it applies to the Friends.
2. Act in the best interest of the Friends and of the Hyde Park Picture House as a whole – considering what is best for the organisation and its beneficiaries, and avoiding bringing the Friends into disrepute.
3. Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
4. Respect confidentiality in relation to the Friends, its board of trustees and the individuals involved with it.
5. Have an up-to-date understanding how the Friends works and the environment within which it operates
6. Attend meetings and other appointments or give apologies
7. Prepare fully for meetings and all work for the Friends – reading papers, querying anything you don't understand and thinking through issues in good time before meetings.
8. Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
9. Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
10. Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.
11. If a breach of the Code is felt to have occurred, this should be raised in the first instance with the Chair. If the Chair is involved, by other members of the Committee. The individual should be talked to privately by the Chair (or by an agreed member of the Committee if the Chair is involved) and then the matter discussed by the full Committee including the individual against whom a complaint has been made. If it is agreed by the full Committee (by majority vote if necessary) that a breach of the Code has occurred, a range of measures may be taken, including a request for an informal or formal apology with a commitment not to repeat the breach, or ultimately a request that the individual be asked to resign from the Committee and Trusteeship.

**Agreed at Committee Meeting of 14th January 2019**