

Royal Dublin Fusiliers Association

Code of Conduct for Trustees

On appointment to the Committee of the **Royal Dublin Fusiliers Association**, all trustees agree to take on the following responsibilities:

General Conduct

- We will act with honesty and integrity and in the best interests of the Association at all times.
- We will strive for excellence in remembering appropriately those who previously served with the Royal Dublin Fusiliers and their families, in researching their lives and in helping to reconcile the people who live on the island of Ireland.

Independence

- We will act independently, particularly in relation to safeguarding assets and upholding legal and regulatory obligations.
- We will conduct ourselves in a manner which does not damage or undermine the reputation of the Association. Specifically we:
 - will avoid actual impropriety and any appearance of improper behaviour;
 - will not place ourselves under any financial or other obligation to a third party that might seek to influence us in the performance of our duties.
- We will avoid acting to benefit (financially or otherwise) ourselves or any persons connected to us (such as family, friends, or any organisation that we own, manage or work for). Where a risk of private benefit arises, a trustee will promptly notify that risk to the other trustees and absent her/himself from the trustees' decision on the issue.
- We will refuse gifts and hospitality from a third party that might reasonably be thought to influence us in carrying out our role as trustee. A trustee who gets a gift or hospitality which is related in any way to the Royal Dublin Fusiliers Association and exceeds €50 in value will promptly declare it to the other trustees who will consider if it or its value should be returned. This does not apply to hospitality where the trustee is representing the Association at an event.

Roles and Responsibilities

- We will take time to understand our roles and responsibilities as set out in particular in the Association's Constitution and the Charities Regulator's Charities Governance Code.
- We will provide adequate time and commitment to fulfil the role of trustee, including adequately preparing for and participating in Association events and meetings of the Association's Committee and sub-committees.
- We will exercise good judgement which may include seeking professional advice on matters where we do not have relevant expertise.
- We will perform our roles and responsibilities to the best of our abilities at all times.

Committee Meetings

- We will aim to attend all meetings and will always respect the authority of the Chairperson of the Committee and the Chairperson of any meeting.
- We will ensure that our contributions on topics in meetings are informed and impartial.
- We will bring a fair and open-minded view to all discussions, maintain a respectful balance between speaking and listening and treat different views with respect.
- We will ensure that all decisions are made in the best interests of the Association.

Volunteers

- We aim to support volunteers in carrying out their duties and will always by our conduct exemplify the Association's values.

Legal Requirements and Policies

- We will act in accordance with the Association's Constitution and ensure that the Association complies with all applicable laws, including in particular the laws relating to charities and data protection.
- We will promote and preserve the obligations of confidentiality about Association business and Committee discussions. However, the requirement for confidentiality may not apply if it becomes necessary for a trustee to inform the Charities Regulator or any other statutory body about a matter which could threaten the Association's future or could represent a breach of any law with which the Association is required to comply.

- We will abide by the Association's conflict of interests and loyalties policy and ensure that any conflict of interest register (if it is necessary) is completed and updated as required.
- We will abide by any operational policies for the running of the Association (e.g., health and safety, bullying/harassment) which may be agreed by the Committee.
- We will ensure that claims for out-of-pocket expenses are made promptly and in accordance with agreed procedures. Specifically, all such claims should be supported as far as possible by evidence of the incurred expenditure.

Where a trustee is found to be in breach of the standards outlined in this Code of Conduct, s/he will be asked to meet with the Chairperson of the Committee to assess her/his suitability for the role. Consistent breach of the Code of Conduct by a trustee may result in the trustee's tenure being terminated.

This Code of Conduct was adopted by the Committee at its meeting on [insert date], and each trustee undertakes to give separate written notification to the Secretary of the Committee of her/his agreement with its terms.

The Association's trustees will review this Code of Conduct at three-yearly intervals or as appropriate.

25 January 2021