

## CODE OF CONDUCT POLICY

### It is the responsibility of the trustees and committee members to:

1. Act within the governing document and the law, by being aware of the contents of the Organisation's governing document and the law as it applies to the Appledore Book Festival.
2. Act in the interest of the Appledore Book Festival as a whole by considering what is best for the organisation and its beneficiaries and avoid bringing the Appledore Book Festival into disrepute.
3. Manage conflicts of interest effectively by registering, declaring and resolving conflicts of interest and by not gaining materially or financially unless specifically authorised to do so.
4. Respect confidentiality by understanding what confidentiality means in practice for the Appledore Book Festival, its board and the individuals involved with it.
5. Have a sound and up-to-date knowledge of the Appledore Book Festival, understanding how it works and the environment within which it operates.
6. Attend meetings and other appointments or give apologies – considering alternative ways of engaging with the organisation if regularly unable to attend trustee/committee meetings.
7. Prepare fully for meetings and any work undertaken for the Appledore Book Festival – reading minutes and reports, 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 those involved with the festival – respecting diversity, different roles and avoiding giving offence.

Last reviewed 11/05/2018

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