



ACTION FOR CHANGE & EMPOWERMENT (A.C.E)

# TRUSTEE CODE OF CONDUCT

## 1. Introduction

As trustees of Action for Change & Empowerment (A.C.E.), we have a duty to act in the best interests of the organization and uphold the highest standards of integrity, transparency, and accountability. This Code of Conduct outlines the ethical and professional standards expected of all trustees.

## 2. General Principles

All trustees must:

- Act honestly, responsibly, and in good faith.
- Prioritize the interests of the charity over personal or external interests.
- Ensure compliance with legal and regulatory obligations, including Charity Commission guidelines.
- Promote the mission and values of the charity.

## 3. Roles and Responsibilities

Trustees must:

- Contribute actively to the strategic direction and governance of the charity.
- Attend and participate in board meetings, committees, and other required activities.
- Make well-informed decisions that align with the charity's objectives.
- Ensure financial oversight and prudent use of charity resources.
- Act collectively and support majority decisions, even if they disagree personally.

## 4. Conflict of Interest

- Trustees must declare any actual or potential conflicts of interest.
- Any trustee with a conflict of interest must not participate in related discussions or decisions.
- A conflict of interest register shall be maintained and reviewed annually.

website: [www.acegiving.org](http://www.acegiving.org)  
Instagram: [ace\\_giving](#)  
Facebook: [ace\\_giving](#)  
YouTube: [ace\\_giving](#)

**Action for Change & Empowerment (A.C.E)**  
10, Balfe Street, London, N1 9EG  
Company Limited by Guarantee.  
Registered in England & Wales.  
Company number 07708601



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## 5. Confidentiality

- Trustees must respect the confidentiality of sensitive charity information.
- Information gained through trustee duties must not be used for personal advantage.
- Confidentiality obligations continue even after a trustee leaves their role.

## 6. Conduct at Meetings

- Trustees must behave respectfully and professionally at all meetings.
- Differences of opinion should be handled constructively.
- Trustees must be well-prepared for meetings by reviewing relevant documents in advance.

## 7. Representation & Public Statements

- Trustees must not speak on behalf of the charity unless authorized.
- Public statements should align with the charity's mission and values.
- Personal views must not be misrepresented as those of the charity.

## 8. Gifts and Hospitality

- Trustees must not accept gifts, hospitality, or benefits that could influence their decision-making.
- Any offers of significant gifts or hospitality must be declared and recorded.

## 9. Use of Charity Resources

- Trustees must ensure charity funds and assets are used responsibly and only for charitable purposes.
- Misuse of resources for personal gain is strictly prohibited.

## 10. Breaches of the Code

- Any breaches of this Code may result in disciplinary action, including removal from the board.
- Serious breaches may be reported to relevant authorities.

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## 11. Acknowledgment & Agreement

Each trustee must sign a declaration confirming their commitment to this Code of Conduct. date and witness signature for accountability.

Ensure that a signed Trustee Agreement Form accompanies this policy, ideally including the

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**Policy Owner:** Board of Trustees / Directors

**Policy Lead:** Director

**Audience:** All Trustees

**Formally Endorsed By:** Board of Trustees / Directors / Coordinating Committee

**Last Reviewed:** 01/09/2025

**Next Review:** 31/08/2026

Bola Obanubi

Director, A.C.E NGO

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