MUCH Code of Conduct

It is the responsibility of the MUCH trustees to abide by these rules of conduct and to assure that any employees or volunteers act accordingly:

Trustees

- Have a sound and up-to-date knowledge of MUCH and its environment – understanding how MUCH works and the environment within which it operates.

- Attend meetings and other appointments or give apologies.

- Prepare fully for meetings and any work planned for MUCH – reading papers, querying anything you don't understand and thinking through issues in good time before meetings.

- Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and constructively to manage conflict.

- Act jointly and to work towards a consensus to accept and support a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.

- Should make sure volunteers are aware of Health and Safety and Risk Assessments which may exist for the work being undertaken.

- Expression of Interest – A form should be completed. See the form for instructions and examples of the sort of external interests you should be listing.

- No commitment on behalf of MUCH should be made without the agreement of the majority of trustees. The Treasurer can make financial commitments as defined in the Financial Control Policy.

Trustee and volunteers/employees

- Hospitality and gifts - Any gifts under the value of £30 do not need to be declared. Any gifts received over £30 should be notified to the trustees at a meeting or via email and donated at future funding raising events as prizes. Hospitality offered, to be raised and discussed, whether to accept, at a trustees meeting (could be via email). Any gifts/ hospitality to be minuted.

- Act within the governing document and the law – being aware of the contents of the organisation's governing document, its policies and the law as it applies to MUCH

- Act in the best interest of MUCH as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing MUCH into disrepute.

- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.

Adopted January 2020
Reviewed June 2026 **Next review June 2028**

- Respect confidentiality- understanding what confidentiality means in practice for MUCH, its committee and the individuals involves with it, in line with privacy policy.

- Work considerately and respectfully with all -respecting diversity, different roles and boundaries and being aware of where offence might be taken.

- Should abide by any Health & Safety Policies or requirements from the Risk Assessments which have been completed.

Social media

What You Should Do:

- Disclose your Affiliation: If you talk about related matters that are within your area of responsibility you must disclose your affiliation with MUCH.

- State That It's YOUR Opinion: When commenting on the charity. Unless authorised to speak on behalf of MUCH, you must state that the views expressed are your own.

- Protect Yourself: Be careful about what personal information you share online.

- Act responsibly and ethically: When participating in online communities, do not misrepresent yourself. E.g. If you are not a manager, don't say you are.

- Honour Our Differences: MUCH will not tolerate discrimination (including age, sex, race, colour, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, or marital status or any other legally recognised protected characteristics under UK law).

What You Shouldn't Do:

- Disclose sensitive MUCH information, if it's not already public information, it's not your job to make it so.

- Personal Information: Never share personal information about the Trustees/volunteers/employees of MUCH, or anyone attending MUCH arranged events.

- Anything that belongs to someone else: Let them post their own stuff; you stick to posting your own creations.
    - Unless it is a request to repost user group information or local socially responsible public information.

- Never share illegal music, copyrighted publications, and all logos or other images.

- Confidential Information: Do not publish, post, or release information that is considered confidential or sensitive.

Trustees,staff and all others are expected to honour the content and spirit of this code.

Adopted January 2020
Reviewed June 2026 **Next review June 2028**