

Trustees of the Tenterden Mindfulness Group (TMG) undertake to abide by the fundamental values that underpin all activities of this organisation, outlined as follows.

Our values

Accountability

Everything the TMG does will be able to stand the test of scrutiny by the public, the media, the Charity Commission, members, stakeholders, funders, parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within the TMG and equally when dealing with individuals and institutions outside it.

Transparency

The TMG strives to maintain an atmosphere of openness throughout the organisation to promote confidence within the public, stakeholders, staff, charity regulators and parliament.

Additionally, the Trustees undertake to conform to the following:

Law, mission, policies – Trustees Will

1. Act within the TMG governing constitution requirements and abide by the policies and procedures of the organisation.
2. Uphold legal requirements and Charity Commission regulations in all aspects of their role as a trustee.
3. Support the objectives and mission of the TMG, acting as its guardian and champion.
4. Develop and maintain an up-to-date knowledge of TMG's activities and services to its clients.

Conflicts of interest

1. Trustees consistently strive to act in the best interests of the organisation as a whole and not as a representative of any individual group, considering what is best for the TMG and its present and future beneficiaries.
2. Any conflict of interest or any circumstance that might be viewed by others as a conflict of interest will be reported in accordance with the TMG Conflicts of Interest Policy as soon as it arises.
3. Each Trustee submits to the judgment of the board and undertakes to implement the board's requirements regarding potential conflicts of interest.

Person to person

1. Trustees will not break the law, go against Charity Commission regulations or act in disregard of organisational policies in any relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone they come into contact in their role as a trustee.
2. Trustees will strive to establish respectful, collegial and courteous relationships.
3. Where a Trustee also volunteers within the TMG organisation, they will maintain separation between their roles as a Trustee and as a volunteer.

Protecting the organisation's reputation

1. Trustees will not make comments, conduct interviews or publish material to the general media about the organisation unless authorised to do so. Any such information requests by the media will be referred to the TMG Chairperson in the first instance.
2. Any public comments made about the TMG will be in line with organisational policy, whether made as an individual or as a Trustee.
3. When speaking publically as a Trustee of the TMG, comments will reflect current organisational policy even when these do not agree with personal views.
4. When speaking as a private citizen, Trustees will strive to uphold the reputation of the organisation and those who work in it.
5. Organisational, board and individual confidentiality will be respected at all times.

Personal gain

1. Trustees will not personally gain materially or financially from their role as Trustee, unless specifically authorised to do so, nor permit others to do so as a result of their actions or negligence.
2. Organisational resources will be used responsibly and not for personal gain.
3. Reimbursement for personal expenses will be claimed strictly in accordance with the TMG's Expenses Policy.
4. Personal gifts or hospitality offered by service providers or clients will only be accepted with the prior consent of the Chairperson and documented in accordance with the TMG's Conflicts of Interest Policy.

In the boardroom – Trustees Will

1. Strive to embody the principles of leadership in all their actions and live up to the trust placed in them by the TMG.
2. Accept responsibility to ensure that the TMG is run responsibly and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
3. Abide by board governance procedures and practices.
4. Strive to attend all board meetings, giving apologies ahead of time to the Chairperson if unable to attend.
5. Study the agenda and other information sent to them in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
6. Honour the authority of the Chairperson and respect their role as meeting leader.
7. Engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making their opinions heard.
8. Accept a majority board vote on an issue as decisive and final.
9. Maintain confidentiality about what goes on in the boardroom unless authorised by the Chairperson or board to speak of it.

Enhancing governance – Trustees Will

1. Participate in induction, training and development activities for other Trustees.
2. Continually seek ways to improve board governance practice.
3. Strive to identify good candidates for trusteeship and appoint new Trustees on the basis of merit.
4. Support the Chairperson in their efforts to improve their leadership skills.

Leaving the board

1. Should a Trustee wish to resign from the board of their own choosing, they should inform the Chairperson in advance in writing, stating their reasons for resigning. As a courtesy, the resigning Trustee should also be

prepared to participate in an exit interview if requested, in order that any internal TMG causes for the resignation can be considered and potentially remedied.

2. Any substantial breach of any part of this code by a Trustee may result in their removal from the board of trustees.
3. Should procedures be put in motion that may result in a Trustee being asked to resign from the board, they will be given the opportunity to defend against the request. In the event that the Trustee is thereafter asked to resign from the board, they must accept the majority decision of the board and resign at the earliest opportunity.

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