

LINK19 College LTD



LINK19 COLLEGE MEMBER/ DIRECTOR CODE OF CONDUCT

Reviewed Date: Autum 2024

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LINK19 College LTD Member/Director Code of Conduct

LINK19 College expects the highest standards of personal and professional conduct. In support of this, LINK19 College Members/Directors are required to confirm annual agreement by signing the LINK19 College Member/Director Code of Conduct, which is effective alongside, and subject to, relevant legislation, and LINK19 College's governing documents (memorandum and articles of association). Breach of the LINK19 College Member/Director Code of Conduct could result in termination of appointment.

Individual Commitments

As a LINK19 Member/Director, I will:

- 1) act only in the best interests of LINK19 College learners.
- 2) not promote personal or connected interests for private gain.
- 3) comply with responsibilities contained in Charity Commission guidance.
- 4) immediately inform LINK19 College of any in-year changes in respect of the following signed documents: Charity trustee: declaration of eligibility and responsibility and Annual Director Safeguarding Declaration.
- 5) observe The Seven Principles of Public Life.
- 6) avoid conflicts of interest, complying with LINK19 College's Conflict of Interest Policy and rules on conflicts of interest and act only in the interests of learners.
- 7) comply with LINK19 College's Gifts & Hospitality Policy.
- 8) safeguard LINK19 College's funds and assets, ensuring efficient, economic, and effective use of resources, avoiding waste and misuse.
- 9) not without authority disclose nor destroy LINK19 College's confidential information, which should be securely retained and securely destroyed. This duty continues after termination of appointment.
- 10) protect any personal data in accordance with data protection requirements.
- 11) actively engage with the LINK19 College Board, undertaking roles and responsibilities in good faith and in the best interests of LINK19.
- 12) make every effort to attend all meetings and provide an explanation in advance with apologies if unable to attend.
- 13) arrive at meetings promptly and prepared, making a positive contribution, and observing protocol.
- 14) respect collective decision-making and responsibility.
- 15) only speak or act on behalf of the LINK19 College Board if there is authority to do so.
- 16) get to understand LINK19 College and respond positively and actively to LINK19 College engagement.
- 17) participate in LINK19 College visits, making advance arrangements and following protocol.
- 18) participate in induction and develop continuing board skills and knowledge.
- 19) promote an inclusive and diverse culture, where different perspectives and backgrounds are encouraged and valued.
- 20) not harass, bully or act inappropriately or discriminate, treating everyone with courtesy and respect.
- 21) contribute to ensure that LINK19 has an open, transparent, and safe working environment where everyone is able to speak up and raise concerns, with clearly communicated relevant procedures.
- 22) raise any concerns about breach of the LINK19 College Member/Director Code of Conduct, or any other concerns in accordance with LINK19 College's Whistleblowing Policy.

Key Collective Commitments

As a LINK19 Member/Director, I will:

- 1) primarily be restricted to the strategic, avoiding incursion into LINK19 College day-to-day operational management.
- 2) develop, share, and live the values of LINK19 College.
- 3) adhere to LINK19 College policies and procedures, governing documents, and law.
- 4) engage collectively and collaboratively for the benefit of LINK19 College's learners.
- 5) provide open and supportive challenge to senior management.
- 6) consider how LINK19 College board decisions will affect key stakeholders.
- 7) respond appropriately to the effective management of conflicts of interests, compliance with the Seven Principles of Public Life and safeguarding.
- 8) not act unfairly with staff.
- 9) follow established procedures when making or responding to complaints.
- 10) respect LINK19 College's reputation in all communications.
- 11) take decisions objectively, impartially, and fairly using all available data, without discrimination or bias.
- 12) promote and demonstrate EDI and Equality Act compliance.
- 13) develop effective collaborative relationships with LINK19 College stakeholders.
- 14) support open, courteous, and respectful discussions both in and outside of Board meetings.
- 15) support the Chair/Deputy-Chair in board leadership and ensuring appropriate engagement and conduct.
- 16) act always in the best interests of LINK19 College learners.

I will comply with this LINK19 College Member/Director Code of Conduct

Signed

LINK19 College LTD Member/Director:

Dated: