Trustees' Code of Conduct for MoBE

1. Members of the MoBE board of trustees are responsible for good governance in the organisation, and as such have a duty to accept the responsibilities of their position and to act at all times in the best interests of MoBE and its beneficiaries, ahead of any other professional or personal interest. The general principle to be observed is that the trustees will avoid action or inaction which cannot be justified to the board, MoBE members, or the public. Equally, the trustees should be alert to anything which might give rise to suspicion of improper conduct or bring the organisation into disrepute.

2. On appointment and during business meetings, trustees are required to declare any and all relevant interests and be alert to any potential conflicts. MoBE's policy on registering interests and managing potential conflict is available. To obtain a copy please write to

   The Secretary
   Mill of Benholm Enterprise (SCIO)
   c/o Burn House
   Burn of Benholm
   Benholm
   DD10 0HT

3. In order to fulfil their duties, trustees should uphold certain values and principles. These include:

   - Acting at all times in the best interests of the organisation and its beneficiaries, ahead of any professional or personal interest
   - Acting in accordance with the organisation's governing document and any relevant legislation
   - Acting collectively at meetings, with honesty and integrity, respecting confidentiality and diversity of opinion
   - Enhancing the organisation's reputation, taking an active interest in its work
   - Upholding the values and principles of the organisation
   - Maintaining good relationships with other trustees and with staff, volunteers, members and other people in the organisation
   - Actively contributing to the work of the board by regularly attending meetings and preparing and participating in discussion and decision-making.

4. Trustees are expected to attend board meetings, and that this is understood to mean at least 75% of all meetings in any given year.

If there is provision in your constitution you may wish to add the following:

5. In accordance MoBE's constitution, any trustee who is absent (without good reason, in the opinion of the board of trustees) from more than three consecutive meetings, or does not attend at least 75% of all meetings, can be removed from office, if the board of trustees resolves to do

so.

6. In accordance with MoBE's constitution, a trustee may be removed from office where they have committed a material breach of this Code of Conduct, or where they have failed to comply with the Conflicts of Interest Policy. The constitution states that if removal is proposed, the trustee must be given reasonable notice, in writing, of the grounds for removal. They will be given an opportunity to address those concerns at the board meeting considering the proposal. Trustees will vote on the decision and a vote of two thirds of trustees is required if the removal is to take effect.

7. This policy will be reviewed to ensure it is compliant with current legislation and is working effectively at least every January or more often, if legal requirements have changed

Document Version Control

Trustee Code of Conduct Policy

Version number	Change or update	Author or owner	Date	Signed
1.0	First version	Secretary	January 23	E. Pollock 13/01/23