

The Knapp Foundation
Registered Charity Number: 1200294

Trustee Code of Conduct

Introduction

1. This policy sets out the standards of conduct which apply to the Trustees of the Knapp Foundation. It will be reviewed every three years, or after relevant changes in legislation, or in the light of experience.

Selflessness

2. The Trustees of the Knapp Foundation have a general duty under charity law to act in the best interests of the Foundation as a whole. They are also bound by the relevant provisions of the Foundation's constitution. They should not act in such a manner as to gain financial or other material benefits for themselves, their friends or any other organisation they represent or with which they are connected.

Integrity

3. The members Trustees of the Knapp Foundation should:
- i. not place themselves under any financial or other obligation to outside individuals or organisations which might seek to influence them in the performance of their role as Trustees;
 - ii. as well as avoiding actual impropriety, avoid any appearance of improper behaviour;
 - iii. avoid accepting gifts and or hospitality which might reasonably be thought to influence their judgement as Trustees.

Objectivity

4. In carrying out their role, including making staff appointments, appointing volunteers, awarding contracts, deciding who should receive benefits from the Fopundation, delegating responsibilities to committees or other individuals, or transacting any other Foundation business, the Trustees should ensure that decisions are made solely on merit.

Accountability

5. The Trustees of the Knapp Foundation:
- i. have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in the Foundation;

- ii. are accountable for their decisions and actions to the public, funders and beneficiaries of the Foundation and must submit themselves to scrutiny as appropriate to their role.

Openness

- 6. The Trustees of the Knapp Foundation:
 - i. should ensure that confidential material, including that concerning individuals, is handled with due care and according to law;
 - ii. should be as open as possible about their decisions and the action they take and give reasons for their decisions when needed, restricting access to such information only when the wider interest clearly demands.

Honesty

- 7. The Trustees of the Knapp Foundation:
 - i. have a duty to declare any interests relating to their role as Trustees and to take steps to resolve any conflicts that may arise;
 - ii. must resolve any conflict between their private interests and their duties as a Trustee in favour of the Foundation;
 - iii. must make relevant declarations of interest in their different roles both within and outside St Gabriel's Parish House Trust.

The Foundation's separate Conflict of Interest policy sets out the responsibilities of Trustees in this regard in more detail.

Leadership

- 8. The Trustees of the Knapp Foundation:
 - i. should promote and support the principles of leadership by example;
 - ii. must respect the roles of staff and volunteers

Adopted by a meeting of the Trustees on 1st February 2023