

Talk The Talk - Trustee Code of Conduct

This Code of Conduct sets out the standards of behaviour expected from trustees of Talk The Talk. It supports good governance, transparency, and the effective delivery of our charitable purposes.

1. Commitment to the Charity's Purpose

- Act in the best interests of the charity and its beneficiaries.
- Uphold the charity's mission, values, and strategic objectives.
- Ensure decisions are made to further the charity's purposes as set out in its governing document.

2. Legal and Regulatory Compliance

- Comply with charity law and any other relevant legislation.
- Ensure the charity meets its legal reporting and filing obligations.
- Follow the guidance of the Charity Commission, including *The Essential Trustee*

3. Collective Responsibility

- Support collective decision-making and stand by board decisions once made.
- Respect the role of the Chair and work collaboratively with fellow trustees.

4. Conduct and Respect

- Treat fellow trustees, staff, volunteers, and stakeholders with respect and courtesy.
- Promote an inclusive and supportive environment, free from discrimination or harassment.
- Listen actively and engage constructively in discussions.

5. Confidentiality

- Respect the confidentiality of board discussions and sensitive charity information.
- Do not disclose information gained through trustee duties unless authorised or legally required.

6. Attendance and Preparation

- Attend meetings regularly and punctually.
- Prepare thoroughly by reading papers and contributing meaningfully to discussions.
- Notify the Chair or Secretary in advance if unable to attend.

7. Accountability and Transparency

- Be open about decisions and actions taken in your role.
- Support the charity's commitment to transparency with stakeholders and regulators.
- Ensure proper records are kept of meetings and decisions.

8. Stewardship of Resources

- Ensure the charity's assets are used effectively and only for its charitable purposes.
- Monitor financial performance and ensure sound financial management.
- Approve budgets and financial plans with due diligence.

9. Relationship with Staff and Volunteers

- Respect the operational role of staff and volunteers.
- Avoid interfering in day-to-day management unless explicitly authorised.
- Support the leadership team while maintaining appropriate oversight.

We are committed to reviewing our policies and good practice annually.

This policy was last reviewed and updated in November 2025

It was adopted by the trustees on 18th November 2025

This policy is due to be reviewed in July 2026

A handwritten signature in dark ink, reading "Steve Phillips". The signature is written in a cursive style with a large, stylized 'S' at the beginning.

Steve Phillips
Chair of Trustees
18.11.25