

Trustee Code of Conduct

1. About this code

- 1.1 This Code of Conduct sets out the core standards of behaviour expected of all trustees of Roehampton Students' Union (RSU).
- 1.2 As a trustee you hold a legal role as both a charity trustee and a company director. This Code reflects that responsibility, and the culture of integrity and student-centred leadership that defines RSU's governance. It sits alongside, and does not replace, your legal duties under charity law (including the Charities Act 2011), company law (including the Companies Act 2006) and RSU's Articles of Association.
- 1.3 Fuller guidance on what each of these commitments means in practice, including your responsibilities around attendance, board culture, safeguarding, equality and diversity, and continuous development is set out in RSU's Trustee Guide, which forms part of your induction.
- 1.4 By signing this Code, you confirm you have read it, understand it, and agree to be bound by it. Substantial or persistent breach may result in the Board considering your removal from office under the Articles of Association.

2. Acting in RSU's best interests

- 2.1 As a trustee, your overriding duty is to act in the best interests of RSU and its charitable purposes, putting the organisation and its beneficiaries above any personal, political, or external interest.
- 2.2 This means acting within RSU's Articles of Association, Bye-Laws, and all applicable law, and actively supporting RSU's mission, values, and charitable purposes. You are expected to exercise reasonable care and skill, make use of your knowledge and experience, and seek appropriate advice when you are uncertain.
- 2.3 Decisions are made collectively: you will accept majority decisions of the Board and will not act unilaterally unless specifically authorised to do so.

3. Conflicts of interest

- 3.1 You must declare any actual, potential, or perceived conflict of interest, whether financial, personal, or otherwise, as soon as it arises or becomes apparent to you.
- 3.2 You will follow RSU's Trustee Conflict of Interest Policy, which sets out in full how conflicts are classified and managed, including your rights to participate in discussion and vote.
- 3.3 In all cases you will accept the Board's judgement on how any conflict should be managed, and you will not use your position as a trustee to obtain personal benefit, advantage, or preferential treatment for yourself, your family, or any organisation you are connected to.

4. Confidentiality and use of information

- 4.1 RSU is committed to transparency in its governance, and Board minutes and decisions are published in accordance with RSU's usual practice. The confidentiality commitment in this Code is not about secrecy in general but instead it is about respecting the appropriate handling of information at each stage of the governance process and in accordance with RSU's Data Classification Framework.
- 4.2 You will not share Board papers, draft documents, or pre-decisional discussions outside the Board before they have been formally approved for release or publication. Where a matter has been designated as Restricted or Confidential under RSU's Data Classification Framework, you will handle it accordingly, including not disclosing it externally without authorisation from the Chair or a resolution of the Board.
- 4.3 You understand that the confidentiality obligation does not prevent you from raising genuine concerns about governance, safeguarding, or wrongdoing through appropriate channels.
- 4.4 Information received in your capacity as a trustee will be used only for the purposes of that role, in accordance with RSU's data protection obligations and the UK GDPR, and you will report any data breach or concern to the Chief Executive promptly.

5. Protecting RSU's reputation

- 5.1 You will uphold and protect the reputation of RSU in everything you do, both in your role as trustee and in your personal conduct.
- 5.2 You will not speak to the media or make public statements in your capacity as a trustee without the prior agreement of the Chair and Chief Executive, except where you have been explicitly authorised to do so. When speaking publicly as a trustee, your comments will reflect current Board positions and RSU policy, even where these differ from your personal views. You will use social media and other public platforms responsibly and with awareness of the potential impact on RSU's reputation.

6. Commitment, conduct, and respect

- 6.1 You will give sufficient time and attention to your role, attend Board and committee meetings, prepare thoroughly, and engage constructively in discussions and decisions.
- 6.2 You will treat all trustees, staff, volunteers, and students with respect, courtesy, and fairness, and contribute to a Board culture in which all voices are equally valued.
- 6.3 In your conduct as a trustee, you also commit to:
 - Championing equality, diversity, and inclusion in Board decisions and in your own behaviour, and participating in any EDI training provided to the Board;
 - Taking seriously your responsibility to support RSU's safeguarding framework, completing any mandatory safeguarding training required of trustees, and raising concerns promptly with the Designated Safeguarding Lead, or directly with the relevant authorities where necessary; and
 - Upholding the Nolan Committee's seven principles of public life, selflessness, integrity, objectivity, accountability, openness, honesty, and leadership, in all that you do as a trustee.

7. Personal benefit and expenses

- 7.1 You will not accept gifts, hospitality, or other benefits in connection with your trustee role without the prior consent of the Chair and Chief Executive, other than minor tokens of negligible value.
- 7.2 You will claim only legitimate expenses incurred in carrying out your trustee duties, in accordance with RSU's Trustee Expenses Policy, and will document those claims accurately.

8. Leaving the Board

- 8.1 Should you wish to resign, you will notify the Chair in writing as soon as possible, stating your reasons and giving reasonable notice to allow the Board to manage any transition.
- 8.2 On leaving the Board, you will continue to treat as confidential any information received during your trusteeship that was given to you in confidence.
- 8.3 You understand that substantial or persistent breach of this Code may result in your removal from the Board in accordance with RSU's Articles of Association.

9. Declaration

- 9.1 I have read and understood this Trustee Code of Conduct. I agree to abide by it for the duration of my appointment to the Board of Trustees of Roehampton Students' Union.

Full name:

Role:

Signature:

Date:

10. Document information

Approved by	Board of Trustees
Approved date	29/09/2026
Review frequency	Every two years
Version	2.1
Further guidance	Charity Commission – The essential trustee (CC3)

11. Change log

Version	Date	Changes
1.0	September 2020	Original version.
2.0	September 2026	Full revision to reflect current Articles of Association (August 2026) and Bye-Laws.
2.1	October 2026	Updated legal references in 1.2, corrected policy title in 3.2, and added further guidance to the document information table.