



Trustee Code of Conduct and Trustee Agreement

Intermediaries for Justice Trustee Code of Conduct

Purpose

This Code of Conduct sets out the standards of behaviour and expectations for all Trustees of Intermediaries for Justice. Trustees are expected to act in the best interests of the charity at all times and uphold its values, governance standards and reputation at all times. All Trustees are expected to review and sign this document upon appointment and periodically thereafter as requested by the Board.

1. Trustee Responsibilities

Acting within Charity Purposes

Trustees agree to:

- Act in the best interests of the charity and its beneficiaries.
 - Support the charity's aims, objectives and values.
 - Comply with the charity's governing document, policies and applicable laws and regulations.
 - Exercise reasonable care, skill and judgement in carrying out trustee duties.
 - Maintain appropriate standards of integrity, accountability and professionalism.
 - Commit sufficient time to fulfil their responsibilities effectively.
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2. Attendance and Participation

Trustees are expected to:

- Attend monthly Trustee meetings wherever reasonably possible, with a minimum attendance of 50% of scheduled meetings, unless exceptional circumstances apply.
- Notify the Chair or Secretary in advance if unable to attend a meeting.
- Read meeting agendas and accompanying papers before meetings.
- Actively participate in discussions and decision-making.
- Review meeting minutes and complete agreed action points within reasonable timescales.
- use the charity's approved communication and document-sharing platforms responsibly, including accessing and reviewing documents shared via Dropbox where relevant to their role.
- Where a Trustee is unable to participate consistently over an extended period, the Chair may discuss whether continuing in the role remains appropriate at that time.

3. Communication and Engagement

Trustees are expected to:

- Engage respectfully and constructively within Trustee communications, including the Trustee WhatsApp group and email discussions.
- Participate in votes and discussions where appropriate, in person or via the WhatsApp group.
- Respond to important communications within a reasonable timeframe.
- Maintain professional and respectful communication at all times.

The Trustee WhatsApp group is an official communication channel and should be used responsibly and appropriately.

Decisions Between Trustee Meetings

From time to time, urgent or operational matters may arise between scheduled Trustee meetings. In such circumstances, the Trustee WhatsApp group and/or email may be used to facilitate discussion and formal decision-making.

Where a matter requires a formal decision:

- The proposal will be clearly stated.
- Trustees will be given a reasonable opportunity to discuss the matter and cast their vote.
- A clear deadline for responses will be set for each decision.
- Votes may be cast electronically via WhatsApp or email.
- Decisions will only be valid where quorum requirements are met in accordance with the charity's governing document (no decision shall be taken unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater).
- Trustees must declare any conflicts of interest before participating in the discussion or vote.

All decisions made electronically between meetings shall be treated as formal Trustee decisions and will be formally recorded in the minutes of the next Trustee meeting, including:

- The matter considered.
- The outcome of the vote.
- Any actions agreed.

Trustees are expected to engage with electronic communications and votes within reasonable timescales to support effective governance and timely decision-making.

[Intermediaries for Justice](https://www.intermediaries-for-justice.org)

www.intermediaries-for-justice.org

Registered charity no:1177874

Last reviewed: June 2026 | Next review: June 2027 | Approved by: Board of Trustees

4. Confidentiality

Trustees must:

- Maintain confidentiality regarding sensitive charity matters, beneficiaries, staff, volunteers and Board discussions.
- Not share confidential information outside the organisation unless authorised or legally required.
- Use charity information only for the purposes of carrying out trustee duties.

This obligation continues after a Trustee leaves the Board.

5. Collective Responsibility

Trustees recognise that:

- Decisions made by the Board are collective decisions.
 - Once a Board decision has been properly made, Trustees should support the decision publicly, even where they may have held a different view during discussions.
 - Trustees should raise concerns appropriately through governance processes.
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6. Conflicts of Interest

Trustees must:

- Declare any actual, potential or perceived conflicts of interest.
- Remove themselves from discussions or decisions where appropriate.
- Complete and maintain a conflict of interest declaration where required.

7. Financial Oversight and Accountability

Trustees share collective responsibility for the financial stewardship of the charity and must ensure that the charity's funds, assets and resources are used responsibly, lawfully and in furtherance of its charitable purposes.

Trustees are expected to:

- Exercise appropriate oversight of the charity's finances and support sound financial management.
- Ensure that expenditure is properly authorised and in line with agreed budgets, delegated authority and charity procedures.
- Act honestly and with integrity in all financial matters.
- Avoid any financial misconduct, misuse of charity funds, fraud or conflicts of interest.
- Ensure that charity funds and resources are applied solely for the benefit of the charity and its beneficiaries.
- Support transparency and accountability in financial decision-making and record-keeping.
- Raise any concerns regarding financial irregularities, suspected misconduct or misuse of resources promptly and appropriately.
- Ensure the charity maintains accurate financial records and complies with relevant legal and regulatory obligations.

All Trustees share responsibility for protecting the financial sustainability and reputation of the charity.

8. Respect and Inclusion

Trustees must:

- Treat fellow Trustees, volunteers, staff, beneficiaries and stakeholders with dignity and respect.
 - Promote equality, diversity and inclusion.
 - Not engage in bullying, harassment, discrimination or abusive behaviour.
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9. Safeguarding

Trustees must support and uphold the charity's safeguarding responsibilities, help promote a safe organisational culture, and promptly raise any safeguarding concerns in accordance with charity policies and procedures.

10. Trustee Engagement in Key Events

Trustees are expected to support the charity's key governance and public-facing activities, including the Annual General Meeting (AGM) and, where applicable, the charity's annual conference or flagship events.

This may include:

- Attending and contributing to the AGM.
- Supporting the planning or delivery of the annual conference or key events.
- Representing the charity where appropriate.

Trustees should make reasonable efforts to participate in these activities where their availability allows.

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11. Sub-Groups and Project Work

Trustees may volunteer to participate in sub-groups, working groups or specific projects aligned with the charity's activities.

Trustees participating in sub-groups are expected to:

- Contribute actively and collaboratively.
- Complete agreed tasks within reasonable timescales.
- Report progress back to the Board where appropriate.

12. Data Protection and Information Security

Trustees must handle personal data and sensitive information responsibly and in accordance with the charity's data protection obligations and confidentiality requirements. This includes the responsible use of shared systems and document-storage platforms used by the charity, including Dropbox.

13. Social Media / Public Statements

Trustees must not make public statements on behalf of the charity unless authorised to do so and should avoid conduct, including on social media, that could damage the reputation of the charity.

14. Use of Charity Resources and Reputation

Trustees must:

- Use charity resources responsibly and only for authorised purposes.
 - Ensure charity property, systems and information are used appropriately and securely.
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15. Risk Management and Regulatory Compliance

Trustees should actively support the identification, assessment and management of risks that may affect the charity, its beneficiaries, staff, volunteers or reputation.

Trustees must support compliance with applicable legal and regulatory obligations, including requirements of the Charity Commission, data protection legislation and other relevant laws.

16. Concerns and Breaches

Concerns regarding breaches of this Code should be raised with the Chair or another appropriate Trustee.

Serious or repeated breaches may result in further action in accordance with the charity's governing document and relevant policies.

17. Trustee Commitment / Resignation Process

- Trustees who are unable to continue fulfilling their responsibilities or maintaining reasonable engagement with the Board are encouraged to discuss this with the Chair at the earliest opportunity.

- Trustees wishing to resign from the Board are encouraged to provide reasonable written notice to the Chair wherever possible in order to support an orderly handover of responsibilities and continuity of governance.
- Trustees must remain legally eligible to act as charity trustees and should notify the Chair or Secretary of any issue that may affect their ability to carry out the role.

Trustees are encouraged to familiarise themselves with Charity Commission guidance relating to trustee duties and good governance, including:

[The Essential Trustee: What you need to know, what you need to do \(CC3\)](#)
