



## **Lung Cancer Nursing UK (LCNUK) Code of Conduct**

By reading this document and accepting the role of a trustee or committee member of Lung Cancer Nursing UK all trustees and committee members agree to the following responsibilities:

### **General Conduct**

Trustees and committee members should:

- Conduct themselves with integrity and in a manner, which does not damage or undermine the reputation of LCNUK.
- Avoid actual impropriety and any appearance of improper behaviour.
- Act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which they do not have relevant skills and experience.
- Always act in the best interests of the charity.

### **Personal Gain**

Trustees and committee members should not:

- Place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties.
- Act in order to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for.
- Accept substantial gifts or hospitality that might reasonably be thought to influence them in carrying out their role.

### **Trustee and Committee Member Roles**

Trustee and committee members should:

- Understand and perform their roles and responsibilities to the best of their abilities.
- Be an active trustee or committee member and be prepared to provide adequate time and commitment as required to fulfil their role, adequately preparing for meetings, and participating in committees and events when required.

### **Trustee and Committee Meetings**

Trustee and committee members should:

- Aim to attend all trustee or committee meetings, giving apologies ahead of time to the Chair if unable to attend.
- Study the agenda and other information sent in good time prior to the meeting and be prepared to debate and vote on agenda items and contribute appropriately and effectively, during the meeting.
- Participate fully in the meeting, bring a fair and open-minded view to all discussions, maintain a respectful balance between speaking and listening, treating different views with respect, express dissent where necessary but avoid conflict, and ensuring that all decisions are made in the best interests of LCNUK.
- Respect the authority of the Chairperson and their role as meeting leader.
- Fulfil any responsibilities assigned at the meeting and be prepared to report back on progress at the next meeting.

- Maintain confidentiality about business conducted within the meeting.

### **Legal Requirements and Policies**

Trustees and committee members must:

- Act in accordance with the charity's governing documents and ensure that LCNUK complies with all applicable laws including charity law, company law, health and safety law and data protection law.
- Always abide by organisational policies and procedures including LCNUK's conflict of interest policy and declare any conflict of interest as soon as it arises.
- Ensure that any expense claims are made in accordance with agreed procedures.

### **Leaving the Board or Committee**

- Any substantial breach of any part of this code may result in a trustee or committee members' removal from the trustee board or committee.
- Should a trustee or committee member wish to resign, they should inform the Chair in advance in writing, stating the reasons for resigning.

The board of trustees should review this Code of Conduct at 3-year intervals or as appropriate.

**Last Reviewed by LCNUK Trustees: 4<sup>th</sup> December 2023**

**Date of Next Review: December 2026**