

## Cycling UK Code of Conduct for Board

I will respect and uphold the values of Cycling UK.

### **1 General**

1. I will act within the governing document of Cycling UK and the law, and abide by Cycling UK's policies and procedures. This includes having knowledge of the contents of the Articles of Association and relevant policies and procedures.
2. I will support the objects and mission of Cycling UK, championing it, using my skills and knowledge to further that mission and seeking advice where appropriate.
3. I will be an active trustee, making my skills, experience and knowledge available to Cycling UK and seeking to do what additional work I can outside Board meetings, including sitting on sub-committees if appointed.
4. I will respect organisational, Board, commercial and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
5. I will develop and maintain a sound and up to date knowledge of Cycling UK and its environment.
6. I will use Cycling UK's resources responsibly, and when claiming expenses, I will do so in line with Cycling UK procedures.
7. I will seek to be accountable for my actions as a trustee of Cycling UK and will submit myself to whatever scrutiny is appropriate.
8. I will avoid acting in any way that will bring Cycling UK into disrepute.
9. I accept my responsibility to ensure that Cycling UK is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

### **2 Managing Interests**

1. I will not gain materially or financially from my involvement with Cycling UK unless specifically authorised to do so.
2. I will act in the best interests of Cycling UK as a whole, and not as a representative of any group within, considering what is best for Cycling UK and its present and future beneficiaries.
3. Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of Cycling UK. Where there is a conflict of interest I will ensure that this is managed in line with Cycling UK policy. I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.
4. I understand that such duties as avoiding conflicts of interest, acting with integrity and not obtaining personal benefit apply not only to me but to individuals and organisations connected to me, including family, business partners or other trusteeships.

### **3 Meetings**

1. I will attend all appropriate meetings and other appointments at Cycling UK or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with Cycling UK.

2. I will prepare fully for all meetings and work for Cycling UK. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
3. I will actively engage in discussion, debate and voting in meetings, contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
4. I will participate in collective decision making, accept a majority decision of the Board and will not act individually unless specifically authorised to do so.

#### **4 Governance**

1. I will actively contribute towards improving the governance of Cycling UK and the Board, participating in induction and training and sharing ideas for improvement.
2. I will help to identify good candidates for Trustees and advisors at Cycling UK and, with my fellow trustees/Trustees, will appoint new Trustees and advisors in accordance with agreed selection criteria.

#### **5 Relations with others**

1. I will work considerately and respectfully with all those I come into contact with at Cycling UK. I will respect diversity and equality, different roles and boundaries, and avoid giving offence.
2. I recognise that the roles of Trustees, volunteers and staff of Cycling UK are different, and I will seek to understand and respect the difference between these roles. Where I also volunteer with Cycling UK I will maintain the separation of my roles as a trustee and as a volunteer.
3. I will seek to support and encourage all those I come into contact with at Cycling UK. In particular I recognise my responsibility to support the Chair and Chief Executive.
4. Any public comments I make on behalf of or about Cycling UK will be considered and in line with organisational policy, whether I make them as an individual or as a trustee, using any channel including social media.

#### **6 Leaving the Board**

1. I understand that substantial breach of any part of this Code may result in procedures being put in motion that may result in my being asked to resign from the trustee board.
2. Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign from Board I will accept its majority decision in this matter and resign at the earliest opportunity.
3. If I wish to cease being a trustee of Cycling UK at any time, I will inform the Chair in advance in writing, stating my reasons for leaving.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_