

## The Association of Dental Implantology Code of Conduct, Values and Behaviours for Trustees

This document has been adapted for the ADI from generally accepted best conduct rules of practice in the charity Sector.

By reading this document and accepting the role of a charity trustee of the Association of Dental Implantology, all Trustees agree to the following responsibilities and Values:

### General Conduct

- Charity Trustees are required to act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which charity Trustees do not have relevant expertise.
- Charities Trustees are required to act in the best interests of the charity at all times.

### Independence

- Charity Trustees are required to act independently, particularly in relation to assets, property, legal and regulatory obligations.
- Charity Trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the charity or its volunteers and employees. More specifically charity Trustees:
  - 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;
  - must avoid actual impropriety and any appearance of improper behaviour.
- Charity Trustees must not 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.
- Charity Trustees should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as charity Trustee. Any gifts or hospitality received in any connection to the Association of Dental Implantology should not exceed the value of £1000 and should be declared to the Board.

## Charity Trustee Roles

Charity Trustees should:

- Understand and perform their roles and responsibilities to the best of their abilities at all times.
- Be prepared to provide adequate time and commitment as required to fulfil the role of charity trustee, adequately preparing for meetings and participating in committees and special events when required.

## Board Meetings

Charity Trustees should:

- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Always respect the authority of the Chairperson of the board, and the Chairperson of any meeting.
- Bring a fair and open-minded view to all discussions of the board, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of the charity.
- Bring a genuinely independent perspective to enhance decision-making, given that charity trustees share responsibility for board decisions.
- Ensure their contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other charity trustees.

## Volunteers/Employees within the Charity

Charity Trustees should:

- Aim to support employees and volunteers in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the charity should conduct themselves in order to reflect the values of the charity.
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence.
- Accept and respect the difference in roles between the board on the one hand and volunteers and any employees on the other, ensuring that the board, volunteers and any employees work effectively and cohesively for the benefit of the charity and develop a mutually supportive and loyal relationship by:
  - respecting management arrangements and avoiding any actions that might undermine such arrangements;

- not interfering in the performance by volunteers or employees of duties delegated to them within the charity while ensuring that volunteers and any employees working for the charity are held to account through the manager/CEO, as appropriate.

### Legal Requirements and Policies

- Charity Trustees must:
- Act in accordance with the ADI's governing document and ensure that the charity complies with all applicable laws including charity law, company law, health and safety law, data protection law and employment law.
- Promote and preserve the obligations of confidentiality about sensitive board matters. However, the requirement for confidentiality may not apply if it becomes necessary for the charity Trustee to inform the Charities Commission or any other statutory body about any matter, which could threaten the future of the charity or could represent a breach of any law with which the charity is required to comply.
- Abide by the charity's conflict of interests or loyalties policy and ensure the charity's conflict of interest register is completed and updated as required.
- Abide by any equality, diversity, safeguarding, health and safety, bullying and harassment policies and any other policies agreed by the board.
- Ensure that claims for out of pocket expenses are made in accordance with agreed procedures.
- Where a charity Trustee is found to be in breach of the standards outlined by the board in its Code of Conduct he or she will be asked to meet with the Chairperson of the board to assess his or her suitability for the role. Consistent breach of the Code of Conduct by a charity trustee may result in the Trustee's tenure being terminated.
- The board of charity trustees should review this Code of Conduct for trustees at 3-year intervals or as appropriate.

## Values and Behaviours

The ADI has corporate values and behaviours that set the standard for the organisation and all our staff. These are integrated in all we do including recruitment, induction, performance review, governance and all our learning and development programmes.

- P - Perform well and get things done
- R - Respect and value customers and staff
- I - Improve and learn
- D - Deliver that bit extra
- E - Efficient and effective

We have built upon best practice in the industry and developed a series of behaviours to support our PRIDE values.

Moving forward these will be implemented across the ADI and will be used as part of performance reviews, induction procedures, the Mentorship programme, and all training offers.

### P - Perform well and get things done

We will:	We will not:
Take responsibility for our actions and be accountable	Be negative or disruptive
Be positive, show enthusiasm and energy - it's infectious	Be resistant to change
Be flexible and adaptable to get things done	Put things off or ignore colleagues and members
Work well together and be committed to what we do	Fail to manage our own performance

### R - Respect and value members and staff

We will:	We will not:
Be open and honest	Be unhelpful or say 'It's not my job'
Listen and focus on members' needs	Say one thing and do another
Be open-minded and treat everyone fairly	Disregard the views and opinions of others
Be constantly aware of equality and responsibility	Support or tolerate a blame culture

## I - Improve and learn

We will:	We will not:
Create opportunities for everyone to improve	Cover up our mistakes
Take ownership for our own development	Keep getting the same things wrong
Share lessons learnt and help colleagues	Ignore member or public feedback
Welcome questions and challenges to help us do things better	

## D - Deliver that bit extra

We will:	We will not:
Focus on solutions, not problems	Stick to methods that don't work or are outdated
Be open to new ideas and aim high	Make promises we can't keep
Have a 'can do' attitude	Work in isolation and only care about our own jobs
Be proud of what we do	

## E - Efficient and effective

We will:	We will not:
Make the best use of the resources available to us	Waste resources
Communicate clearly with the right people at the right time	Be unhelpful or rude
Respond promptly to members' requests	Be closed-minded and say 'I've always done it this way'
Seek new ways of working to do our jobs more effectively	Undermine change or improvements
Be open to new ideas, challenge the status quo and create novel solutions	Fail to support the ADI's move towards a more commercially viable and diverse culture
Recognise and act upon commercial or efficiency opportunities	Delay responses unnecessarily to colleagues or members
Strive to support new initiatives and a more commercially diverse culture	

Signed .....(Trustee)

Name .....

Date .....

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The original template document issued by the Charities Regulator under section 14(1)(i) of the Charities Act 2009, to encourage and facilitate the better administration and management of charitable organisations, is published as part of a suite of guidance, intended to provide support to charity trustees to meet their legal duties, by putting in place systems, processes and policies which ensure charities are managed in an effective, efficient, accountable and transparent way.

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