

CODE of CONDUCT

1. **Introduction:** This document sets out the personal Code of Conduct that applies at all times to Charity Trustees, members of Committees and Working Groups, Linlithgow Burgh Trust Members and volunteers (collectively referred to as Personnel) when they are involved with, representing or working for Linlithgow Burgh Trust.
2. **Constitution, Committee Standing Orders, Committee Terms of Reference, Working Group Remits, Policies and Procedures:** These Linlithgow Burgh Trust governance documents all apply in full and they take precedence, in the order stated, where there is any conflict.
3. **Linlithgow Burgh Trust's Reputation:** Personnel should always uphold and defend the good name and reputation of Linlithgow Burgh Trust and its Committees and Working Groups.
4. **Identification:** All letters, emails, orders and other documents sent on behalf of Linlithgow Burgh Trust, should contain the words (usually at the foot of the document) "Linlithgow Burgh Trust is a SCIO. Scottish Charity No. SC047211". Or "Linlithgow Burgh Trust is a Scottish Charitable Incorporated Organisation. Scottish Charity No. SC047211." This is not required for internal documents and communication but is essential for all external communication.

If the document is sent on behalf of a committee then additional words should be added as appropriate, e.g. "Burgh Beautiful Linlithgow is part of Linlithgow Burgh Trust." or "Linlithgow Civic Trust is part of Linlithgow Burgh Trust." or "West Lothian Doors Open Days is co-ordinated by Linlithgow Burgh Trust." etc.

The Linlithgow Burgh Trust logo (as above) should be used where relevant. The LBT logo is available for download from the members' area of the LBT website. The LBT logo should not be altered, but the words "Linlithgow Burgh Trust" can be used in its place. If the communication is on behalf of a committee then the Burgh Beautiful Linlithgow logo or the Linlithgow Civic Trust logo may be used in place of the LBT logo.

5. **Responsibility and Authority:** Before taking any action, Personnel should be aware of what they are responsible for and of the level of authority that has been assigned to them. This applies, in particular, to instructing contractors, placing purchase orders, authorising payment, signing cheques and entering into contracts. If unsure, Personnel should ask for confirmation.
6. **Conflicts of Interest:** Personnel should put the interests of Linlithgow Burgh Trust first. Where there is a conflict of interest, the interests of Linlithgow Burgh Trust must always take priority over any personal interests.
7. **Mannerly Behaviour:** Personnel should always be polite and well mannered.
8. **Respect the Views of Others:** Even where there is disagreement, Personnel should always try to understand and respect the views of others. They should explain their own point of view as clearly as possible, without dismissing any other viewpoint. Personnel should try to be open minded and be prepared to consider other views objectively.
9. **Non-Discrimination:** Personnel acting for Linlithgow Burgh Trust shall not discriminate against others on the grounds of race, religion, handicap or sexual orientation.
10. **Reliability:** When Personnel agree to do something, they should do it as agreed, when promised, or make sure that others know about problems preventing it from being done. If they can't do it, they should try to find an alternative way of getting it done, on time. Personnel should not volunteer for work unless they think that they can undertake the task properly and on time.
11. **Apologies for Absence:** Personnel who cannot attend a meeting should let the Secretary or Chair know before the meeting.
12. **Revision:** This document can only be revised by the Board.