



Ethics & Code of Conduct Policy

Sidney Cooper Arts Trust

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1. Purpose

This policy sets out the ethical standards and expected behaviours for trustees, staff, volunteers, and contractors of Sidney Cooper Arts Trust (“the Charity”). It ensures that all representatives act responsibly, uphold the Charity’s values, and maintain public trust.

2. Principles

- **Integrity:** act honestly, transparently, and in the best interests of the Charity.
- **Respect:** treat colleagues, beneficiaries, and partners fairly and with dignity.
- **Accountability:** accept responsibility for actions and decisions.
- **Compliance:** follow the law, Charity Commission guidance, and internal policies.
- **Confidentiality:** protect sensitive information and respect privacy.

3. Expected Conduct

- **Trustees:** provide strategic leadership, avoid conflicts of interest, and act collectively.
- **Staff & Volunteers:** deliver services professionally, respect boundaries, and follow safeguarding procedures.
- **Communications:** represent the Charity positively in all public and private communications.
- **Use of Resources:** ensure Charity funds, property, and assets are used only for charitable purposes.
- **Equality & Inclusion:** promote diversity and ensure no discrimination.

4. Prohibited Conduct

- Abuse, harassment, or bullying of any kind.
- Misuse of Charity funds or assets.
- Breach of confidentiality.
- Actions that bring the Charity into disrepute.
- Failure to declare or manage conflicts of interest.

5. Reporting & Enforcement

- Concerns about breaches must be reported to the Chair of Trustees or designated officer.

- Breaches will be investigated fairly and confidentially.
- Disciplinary action may include removal from role, termination of contract, or referral to external authorities.

6. Review

This policy will be reviewed annually by trustees and updated in line with best practice and regulatory guidance.