

## Exeter College

### Code of Conduct for Committee members

#### Role and responsibilities

Committee members agree to

- Assist the Governing Body to fulfil its core strategic functions of establishing the College's strategic direction, managing its resources, and safeguard the interests of the College
- Act fairly and without prejudice, including reporting on any potential conflicts of interest
- Encourage open governance (as set out in the Charity Governance Code) and act appropriately.
- In making or responding to criticism or complaints, follow the procedures established by the GB, including using the grievance and whistleblowing procedures.
- Act within the College's Statutes, Bylaws and policies
- To act in the best interests of the College.

#### Relationships

Committee members agree to

- strive to work as a team in which constructive working relationships are actively promoted.
- express views openly and respectfully in all communications with other Fellows, and College staff, both in meetings and outside of meetings.
- work to create an inclusive environment in which the contributions of all trustees are received respectfully
- support the chair in their role of ensuring appropriate conduct, both during meetings and at all other times.

#### Confidentiality

Committee members agree to

- not reveal the details of any GB or committee vote to those who are not entitled to be present at the vote in question.
- Extend confidentiality to the views of Fellows and other committee members presented at GB or Committees

#### Breach of this code

Fellows or staff who believe that this code has been breached should raise this issue with the Rector (or the Sub Rector where the Rector is suspected of breaching the code).

#### Additional responsibilities of trustees

- Involve themselves actively in the work of the GB including attending meetings, accepting a fair share of responsibilities, including service on committees or working groups, preparing in advance for meetings, including reading relevant papers and attending relevant trustee training.
- Acknowledge that they have no legal authority to bind the College to any course of action, except when given delegated authority to do so.
- Accept collective responsibility for all decisions made by the GB or its delegated agents
- observe complete confidentiality when matters are deemed confidential including after leaving the Governing Body, taking particular care at events like the SCR lunch in the Old

Bursary.

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**Implementing the code**

- All GB Fellows will be given a copy of this code as part of their induction
- Annually, the Code will be recirculated to all committee members.

Trustees are also encouraged to refer to the Charity Governance Code (See <https://www.charitygovernancecode.org/en/front-page>), against which the College assesses its own governance.

By College Order 24/037, this policy was approved by Governing Body on 15th May 2024 with effect from 1<sup>st</sup> October 2024, and is to be reviewed by 30<sup>th</sup> June 2027, and was also approved for display on the website.