



Proud to deliver

THE DUKE OF EDINBURGH'S  
INTERNATIONAL AWARD



# TRUSTEE CODE OF CONDUCT

# THE INTERNATIONAL AWARD FOR YOUNG PEOPLE, INDIA

Version 1.5  
September 2021

**#WORLDREADY**

## **GOVERNANCE POLICY**

**This policy is a declaration by the Trustees of the Award Programme Foundation, which runs the Duke of Edinburgh's International Award Programme for Young People in India, as The International Award for Young People, under License from the Duke of Edinburgh's International Award Foundation.**

### **Introduction**

This Code of Conduct is a public declaration of the principles of good conduct and standards of behaviour that trustees of the Award Programme Foundation have decided its stakeholders could reasonably expect the trustees to demonstrate in the performance of their responsibilities as Trustees of the Award Programme Foundation. The standards in this Code of Conduct are in addition to any statutory regulations and requirements placed on the Trustees, relevant licensing obligations and any partner agreements.

### **1. Statement of the General Duty of the Trustee**

- 1.1 Act honestly and with reasonable care and diligence in the performance and discharge of official functions and duties as per the Corporations Act.
- 1.2 The Trustee must not make improper use of information acquired or make improper use of their position as a Trustee of The Award Programme Foundation.
- 1.3 Statement of Commitment
  - 1.3.1 I, the Trustee of The International Award for Young People, India, am committed to discharging my duties conscientiously and to the best of my ability.
  - 1.3.2 In addition to all legislative requirements, I adopt the requirements of this Code of Conduct as the standards that I will abide by in the performance of my role.
  - 1.3.3 Responsibility for complying with these standards of conduct for Trustees of the Award Programme Foundation will rest with each Trustee.

### **2. Principles of the Code of Conduct Trustee**

- 1.1 Probity and Ethical Behaviour (Conflict of Interest Disclosure of Interest).  
As Trustee, I will act in a fair, honest and proper manner according to the law. In undertaking my duties, I shall:
  - 1.1.1 Have an understanding and give proper consideration to legal requirements.
  - 1.1.2 Be reasonable, just and non-discriminatory when carrying out all aspects of my roles and responsibilities.
  - 1.1.3 Ensure my actions are undertaken in good faith and not for improper or ulterior motives.

- 1.1.4 Behave in a manner that maintains and enhances the image of The International Award for Young People, India and does not reflect adversely on the Award Program.
- 1.1.5 Be impartial in reaching Board decisions and accept the responsibility associated with that decision.
- 1.1.6 Be honest and fair when requesting reimbursement of expenses and when using The Award Program Foundation's resources and equipment for official purposes.
- 1.1.7 Show respect for the role of The Award Program Foundation's employees in providing professional opinions, guidance and expertise.
- 1.1.8 I will apply at all times my responsibility to declare any conflicts of interest at meetings of The Award Program Foundation and withdraw from any discussion of the matter at hand.

## **1.2 Community Leadership**

As Trustee, I will act with reasonable care and be diligent in the performance of my duties and responsibilities. In undertaking my duties of community leadership I shall:

- 1.2.1 Use information obtained during the course of my duties in an appropriate and proper way, balancing the interests of the community against the rights of the individual.
- 1.2.2 Attend and participate in board meetings, obtaining leave of absence in advance for non-attendance.
- 1.2.3 Give proper consideration to the business of The Award Program Foundation and be informed on the matters for decision.
- 1.2.4 Provide fair and equitable treatment of all matters under consideration.
- 1.2.5 Have respect for decisions of the Board.
- 1.2.6 Be informed of the effectiveness and efficiency of activities and service delivery.
- 1.2.7 As Trustee, I will be fair and honest in my dealings with individuals and organisations and behave in a manner that facilitates constructive communication between The International Award for Young People, India and the wider community that we serve.
- 1.2.8 Behave in a courteous and sensitive behaviour that does not discriminate against people.
- 1.2.9 Have respect for stakeholder opinions and property.
- 1.2.10 Prevent the misuse of my position to gain an advantage for myself or others.
- 1.2.11 Provide an accurate and fair representation of Board decisions.
- 1.2.12 Recognise that Trustees have a duty to respect Board decisions and policy directions.
- 1.2.13 Conduct myself in a manner that will not reflect unfavorably on The Award Program.

### **1.3 Working as a Team**

As Trustee, I will seek to achieve a team approach in an environment of mutual respect, trust, and acceptance of their different roles in achieving The International Award for Young People, India's objectives. In doing so I shall:

- 1.3.1 Foster mature and constructive working relationships based on mutual trust and respect.
- 1.3.2 Conduct relationships with The Award Program Foundation's employees with courtesy and respect.
- 1.3.3 Prevent the misuse of my position to influence employees to gain an advantage for myself or others.

### **1.4 Other Board Members**

Trustees will establish a working relationship with fellow Trustees that recognizes and respects the diversity of opinion and achieves the best possible outcomes for the community. In doing so I shall:

- 1.4.1 Conduct relationships with other Trustees with courtesy and respect.
- 1.4.2 Behave in a manner that seeks to establish mature and constructive working relationships.
- 1.4.3 Acknowledge the right of all points of view to be heard.

### **1.5 Proper Use of Information**

Information obtained by a Trustee in the course of my duties will be respected and used in a careful and prudent manner. In doing so I shall:

- 1.5.1 Recognise that in our relationships with the media we are putting forward personal views and not those of The International Award for Young People, India unless the individual has been specifically authorised by the Chairman to convey a particular position to the media.
- 1.5.2 Clearly identify personal comments being made.
- 1.5.3 Provide accurate information in relation to the Board decisions and not misuse the information.
- 1.5.4 Have respect for and maintenance of confidentiality and privacy. We will avoid conflicts of interest. Personal relationships will not influence my obligations to The International Award for Young People, India.

## **3. Compliance with this Code of Conduct**

3.1 Responsibility for complying with these standards of conduct for Trustees of The International Award for Young People, India will rest with each Trustee. A Trustee will be held responsible for any cost imposed on The International Award for Young People, India through personal negligence and wilful noncompliance with this code.