

Code of ethics for S. Y. Killingley Memorial Trust

1. The Trust exists to help adults in the North-East of England who wish to continue their education in the arts and humanities. Their interests, whether they have embarked on a course or not, and whether they have applied to us or not, is at the heart of what we do.
 - 1.1. Accordingly, we listen to the views of beneficiaries and potential beneficiaries, by attending to all communications we receive by post, by phone, by email or through our website. We also attend to what they say to us in our interviews, and through our mentoring system. The Trustees include past beneficiaries who share our aims.
 - 1.2. We respond to anyone who approaches the Trust without distinction of age (provided they are over 18), gender, race, ethnicity, beliefs, political views (unless these conflict with our charitable purposes or our duty to society), status, sexual orientation, or physical or mental ability.
2. The Trust works to the highest standards of integrity, in dealing with beneficiaries and potential beneficiaries, in managing its funds, and in all other activities.
 - 2.1. The Trust's accounts are reviewed at the Annual General Meeting, audited by a qualified accountant, and submitted to the Charities Commission.
 - 2.2. Situations in which a Trustee or other volunteer might benefit or suffer loss from a decision of the Trust are dealt with according to our Policy on Conflict of Interest.
3. The Trust tries to make its proceedings transparent, so far as is consistent with its duty of confidentiality. Annual Reports, from which information about individuals is excluded, are available to enquirers, or on the Trust's website.
 - 3.1. To protect the privacy of the Trustees and other volunteers working for the Trust, their postal and email addresses, and telephone numbers, need not be publicly available, except where this is necessary for their dealings with beneficiaries or potential beneficiaries.
4. The Trustees, and any other volunteers working for the Trust, respect the rights of all those who come in contact with the Trust in any way. Any bullying, harassment, breach of confidentiality, or use of one's position in the Trust to seek favours of any kind from a beneficiary or potential beneficiary, is contrary to this Code of Ethics.
 - 4.1. All personal information about beneficiaries or potential beneficiaries is handled in accordance with our Privacy Policy.
5. Anyone having a complaint against the Trust, or against any Trustee or other volunteer working for the Trust, may bring the complaint in writing to any of the Trustees. Beneficiaries may bring it to their mentor, or to any other Trustee. It is the duty of any Trustee receiving a complaint to inform the other Trustees as soon as possible. It will then be considered at a meeting of the Trust, or at a special meeting of two or more Trustees, as the Chair shall decide. If the complaint is against the Chair, another Trustee shall be appointed to consider it, and if necessary to call a special meeting. The complainant will be informed in writing of the outcome of the meeting, within two weeks.

Dermot Killingley, September 2018