The National Navigation Award Scheme (NNAS)
Trustees' Code of Conduct

Version	Date	Author	Type
1.0	24/02/2026	J Howie	First draft
1.0	16/03/2026	Trustees	Final version approved

1. Members of the NNAS board of trustees are responsible for good governance in the organisation, and as such have a duty to accept the responsibilities of their position and to act at all times in the best interests of the NNAS and its beneficiaries, ahead of any other professional or personal interest. The general principle to be observed is that the trustees will avoid action or inaction which cannot be justified to the board, NNAS members, or the public. Equally, the trustees should be alert to anything which might give rise to suspicion of improper conduct or bring the organisation into disrepute.

2. On appointment and during business meetings, trustees are required to declare any and all relevant interests and be alert to any potential conflicts. The NNAS policy on registering interests and managing potential conflict is available here.

3. In order to fulfil their duties, trustees should uphold certain values and principles. These include:

   - Acting at all times in the best interests of the NNAS and its beneficiaries, ahead of any professional or personal interest
   - Safeguard the good name and values of the organisation
   - Acting in accordance with the NNAS's governing document, charity law, and other relevant regulations that govern the work of the charity.
   - Acting collectively at meetings, with honesty and integrity, respecting confidentiality and diversity of opinion
   - Maintain confidentiality regarding sensitive information obtained as a Trustee
   - Enhancing the organisation's reputation, taking an active interest in its work
   - Upholding the values and principles of the NNAS
   - Ensure the financial stability of the organisation and the proper investment of the organisation's funds
   - Maintaining good relationships with other trustees and with staff, volunteers, members and other people in the organisation
   - Actively contributing to the work of the board by regularly attending meetings and preparing and participating in discussion and decision-making.
   - Participate in relevant training when required, including but not limited to Equality Diversity & Inclusion, GDPR, Cybersecurity.

4. Trustees are expected to attend board meetings. As per section 77.6 of the Constitution, a Trustee may be removed from the Board if "they are absent (without good reason, in the opinion of the board) from more than three consecutive meetings of the board, but only if

the board resolves to remove them from office".

6. In accordance with section 77.7 of the NNAS's Constitution, a trustee may be "removed from office by resolution of the board on the grounds that they are considered to have committed a material breach of the code of conduct for charity trustees (as referred to in clause 94)".
   Section 78 of the Constitution states that if removal is proposed, the trustee must be given reasonable notice, in writing, of the grounds for removal. They will be given an opportunity to address those concerns at the board meeting considering the proposal. Trustees will vote on the decision and a vote of two thirds of trustees is required if the removal is to take effect.