



CODE OF CONDUCT POLICY

1. INTRODUCTION

1.1 It is important that all Representatives of Bowls England (including Board Members, Officers, Employees and Players) know the standard of conduct and behaviour that is expected of them. This document provides guidance in all these areas.

1.2 Representatives are required to abide by Bowls England's rules, policies and procedures and are expected to conduct themselves in a satisfactory manner, observing high standards of propriety at all times.

1.3 All Board Members and Employees are required to complete a Declaration of Interest Form and to update this at annual appraisal, or when there has been a significant change in circumstances. This declaration will be reviewed by Chief Executive and retained on the personnel file. This declaration seeks to demonstrate that any possible conflicts of interest are appropriately identified and addressed.

2. SCOPE

2.1 This policy will be applied consistently in relation to all regardless of gender, gender reassignment, marital or family status, age, disability, ethnic origin, creed, religion or philosophical belief, sexual orientation, Trade Union membership or any other condition or requirement that cannot be shown to be justifiable.

3. DRESS CODE

3.1 When working in the office, employees are expected to adhere to Bowls England's dress code which is smart – casual.

3.2 When outside of the office, Board Members, Officers and Employees are expected to dress appropriately for the role they are undertaking and the people they are coming into contact with.

3.3 Board Members, Officers, Employees and Players are expected to, as representatives of Bowls England, demonstrate a professional image at all times and choosing appropriate clothes for the circumstances is a key part of this.

4. SOLICITING AND SUPPORT OF FUNDING APPLICATIONS

4.1 Board Members, Officers and Employees may become involved in discussions on scheme development at the stages before they form the subject of a loan application but must not, under any circumstances, give any indication of the likely outcome of any such application.

5. DISCLOSURE

5.1 Colleagues must not use their position as a Board Member, Officer or Employee to further their private interests.

5.2 Great care must be taken with all information and the way in which it is communicated. All information must be securely stored.

5.3 All Board Members, Officers and Employees must protect official information which is held in confidence.

5.4 Confidential information gained through work with Bowls England must not be passed on to any others, in any manner whatsoever, without prior written permission.

5.5 Any colleague who is in doubt about the application of their duties and obligations to particular activities or situations relating to the use of information obtained in the course of official duties should always consult the Chief Executive.

5.6 Any colleague using a computer or microfiche to process personal data must comply with the Data Protection Act 1998 (Data Protection Policy) and Bowls England's Data Protection and Email and Internet Use Policies.

6. CHILD PROTECTION

6.1 Bowls England is committed to safeguarding and protecting children and vulnerable adults in sport and as such designated roles within the organisation that involve significant and regular contact with children and vulnerable adults or have line management responsibility for colleagues in regular direct or supervisory contact with children and vulnerable adults are subject to a Criminal Records Bureau Enhanced Disclosure.

6.2 Board Members, Officers and Employees also have a duty to respond appropriately and promptly to any disclosure, suspicion and/or allegations of concern about a child or vulnerable adult that are received. For more information refer to Bowls England's Safeguarding and Protecting Children Policy.

7. INVOLVEMENT IN LEGAL PROCEEDINGS

7.1 Any Board Member or Employee who is arrested on any charge and refused bail or who is convicted by a court of any criminal offence (except a traffic offence for which the penalty has not included imprisonment or the suspension of driving licence) should arrange for the Chief Executive to be notified orally as soon as possible.

7.2 No further action will be taken by Bowls England unless the involvement in legal proceedings is related to children or vulnerable adults (in the case of Employees occupying designated roles for which a CRB Disclosure is required) or the involvement in legal proceedings is related to the colleague's job and/or damages the reputation of

Bowls England. In such instances, the appropriate course of action will be determined in accordance with Bowls England's Disciplinary Policy.

8. SECURITY

8.1 All employees are responsible for the oversight of security of information in their particular area.

8.2 All records containing sensitive information must be protected by being within lockable areas, and must be stored securely during, or at the end of, the working day.

8.3 Any requests for information on current, or past, employees must be referred to the Chief Executive.

8.4 Care should be taken in the information handled by agency or short term colleagues, in particular classified papers.

9. ADDITIONAL RESPONSIBILITIES

9.1 Media and Publications

All media enquiries should be directed to the Chief Executive or Development Officer, unless prior approval has been sought from the Chief Executive.

9.2 Directorships, Trusteeships

These positions should not be accepted. Where some representation is considered necessary (for example, in order to protect Bowls England investment of grant aid), observer status should be sought. When the holding of an office is considered to be the only available method of fulfilling Bowls England's objectives, specific permission should be sought from the Chief Executive.

9.3 Unincorporated Associations

Similarly, Board Members and Employees should not accept positions with unincorporated associations, responsible for organising events or activities. Any representation considered necessary should be as an observer. Permission for this should be sought from the Chief Executive.

9.4 Statutory Organisations

Colleagues may accept positions with statutory authorities, if this is in furtherance of Bowls England's objectives. Permission for this should be sought from the Chief Executive.

9.5 Governing Bodies of Sports

Board Members and Employees should not accept executive positions with other Sports Organisations, including but not limited to National Governing Bodies of Sport (at national, regional or county level), other National organisations focussing on sport (eg sports Equity organisations, scUK, ISPAL etc) County Sports Partnerships and Sports Clubs. Board Members and Employees may, however, accept honorary positions with these bodies. It is recognised that individuals will, from time to time, undertake roles with other National Governing Bodies as part of normal work programmes in the furtherance of Bowls England objectives.

9.6 Remunerative Occupations outside Bowls England

Generally speaking, colleagues should not undertake remunerative occupations outside Bowls England. This prohibition applies specifically to outside employment or commissions calling for the use of skills that are deployed in the colleague's normal work within Bowls England. Cases will, however, be considered on an individual basis by the Chief Executive.

9.7 Sports Club and Other Voluntary Organisations

In cases where Board Members and Employees or their immediate family are members, officers or otherwise involved in a personal capacity with organisations making a loan application to Bowls England, they should notify the Chief Executive as soon as possible of the nature of involvement with the organisation. The application will be scrutinised independently to ensure that the offering of a loan is appropriate.

9.8 Posts with Professional Bodies

Board Members and Employees may occupy positions with professional bodies, either on a personal basis, or because of their position with Bowls England.

9.9 Political Activities, National and Local Government and Parliamentary Candidature

Board Members and Employees may wish to become involved with national or local politics. There are detailed rules issued by the Civil Service on which activities colleagues might undertake. In the first instance colleagues should consult the Chief Executive for detailed guidance.

9.10 Other Representations

Board Members and Employees may wish to undertake other representations with statutory or voluntary organisations, or accept appointment as a Justice of the Peace. In these cases details should be submitted to the Chief Executive for consideration.

If any of the positions referred to in Section 9 are approved they should be registered with the Chief Executive.

10. GIVING AND RECEIVING OF GIFTS AND HOSPITALITY

10.1 Bowls England has strict rules regarding the receipt of gifts and hospitality and is committed to the highest standard of openness, probity and acceptability. Any gifts or hospitality received in the course of your duties for Bowls England should be recorded with the Chief Executive.

11. BREACHES OF RULES

11.1 Disciplinary action will be taken against any Board Member, Officer or Employee who breaches the above rules or any other of Bowls England's rules or policies and procedures.

11.2 Disciplinary action will also be taken if the conduct or behaviour of a Board Member, Officer or Employee is considered to be unacceptable in any other respects.

11.3 The action taken will depend on the colleague's previous record and/or the gravity of the offence. Full details can be found in the Disciplinary Policy.