

CANOE WALES CODE OF CONDUCT

Last review	December 2020
Next review	December 2023

The purpose of the Code of Conduct is to create and maintain an environment in which members, staff and volunteers can go about Canoe Wales' business free from discrimination, harassment, bullying and other unacceptable behaviour.

The Code of Conduct

- Sets out the standards required by Canoe Wales as a condition of membership, employment or appointment.
- Applies to all members, staff and volunteers, irrespective of their membership type, job or appointment.
- Guides behaviours in the sport and reminds all involved in the sport and Canoe Wales not to take any action that could impact on or harm the sport or Canoe Wales.

Related policies include the Canoe Wales Equality Policy and Anti-Bullying Policy.

Members, employees and volunteers are expected to exercise their own judgement (which should be made in such a way as to be reasonably justified) to meet the requirements of the code and seek advice if in doubt.

You Should

- Respect the rights, dignity and worth of others without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity status, religion, race, ethnic or national origin, nationality, colour, socioeconomic status or sexual orientation;
- Treat others with respect so that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse;
- Conduct yourself with consideration for the safety, comfort and welfare of others;
- Behave with discretion when discussing individuals and avoid publicly criticising them in a way which they may find demeaning;
- Abide by all other Canoe Wales policies, as published on the Canoe Wales website at <https://www.canoewales.com/our-policies>
- Respect the opinions and decisions of those in a position of leadership and/or responsibility;
- Report discrimination in whatever form it takes;
- Promote the reputation of the sport in Wales and take all possible steps to prevent it from being brought into disrepute.

You Should Not

- Behave in any way which involves or could be construed as abuse of any kind, whether it be sexual, physical, or emotional abuse, neglect or bullying;
- Disclose or authorise to be disclosed, or use for personal gain or to benefit a third party, confidential information except with the permission of Canoe Wales, or as required by Legislation;
- Misrepresent or withhold information relating to Canoe Wales activities, systems or services (unless lawfully bound by a duty of confidentiality not to disclose such information), or take advantage of the lack of relevant knowledge or inexperience of others;
- Publish, or cause to be published, comments about any ongoing Canoe Wales disciplinary process;
- Do anything which adversely affects the sport in Wales or Canoe Wales.
- Accept any gift or gratuity which could be construed as a bribe under the Bribery Act 2010. If in doubt, consult the CEO or the Chairperson of the Board of Directors. You can find more guidance here:

<http://www.justice.gov.uk/downloads/legislation/bribery-act-2010-guidance.pdf>

Breaches of the Code of Conduct

Any breach of this Code of Conduct should be notified to the Canoe Wales CEO or to the Chair of the Board of Directors where the CEO is the subject of the complaint. Any alleged breach will be investigated in accordance with the Canoe Wales Disciplinary and Appeal Regulations.