



PADDLE
CYMRU

Board of Directors Code of Conduct

www.paddlecymru.org.uk

Board of Directors Code of Conduct

Last Review:	21 October 2025
Next Review:	21 October 2028

Introduction

This code has been written principally as a guide to Paddle Cymru Directors and is in accordance with our Memorandum and Articles of Association. However, this code also applies to Vice Presidents, Honorary members, Ambassadors and any advisors working within, or on behalf of, Paddle Cymru.

As directors of Paddle Cymru, you are required to behave in a manner that befits to your status as a director of the Welsh governing body for paddlesport. Your conduct should not bring Paddle Cymru into disrepute.

Any breach of the code of conduct brought to the attention of the Chairperson will be considered under the Paddle Cymru disciplinary procedures. You should also ensure that you notify the Chairperson of any significant violation of this code by another member governed by this code of conduct.

Integrity and Honesty

You must not place yourself in situations where your honesty and integrity may be questioned, should not behave improperly, and on all occasions, you should avoid the appearance of such behaviour.

As a director of Paddle Cymru, it is essential that you act honestly and with propriety. Your public duties shall be carried out in a manner that preserves and enhances public confidence in your integrity and that of Paddle Cymru.

Duty to uphold the law

You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you.

Respect for others

You should promote equality by not discriminating against any person, and by treating people with respect, regardless of their protected characteristics.

Discussions and professionalism

Everybody has a right to be treated with dignity and respect. Discussions are welcomed and encouraged as is challenge and check. This must be carried out professionally and allowing everyone the time and ability to input. It is essential the discussion is based on what is appropriate and in the best interest of the organisation and not personal gain which MUST be disclosed as a conflict of interest. Should a significant risk to the organisation be identified financially or reputationally it is advisable for legal advice to be sought if this is not a board skill.

Impartiality

Paddle Cymru places great value on the varied cultures, beliefs and backgrounds of its staff and members and Directors are expected to treat all with tolerance, impartiality and act with integrity at all times.

Discretion

You should exercise the utmost discretion at all times with regard to member details/ information and the business activities of Paddle Cymru.

Confidentiality

All Board meetings are confidential and details of discussions and voting may not be disclosed without the permission of the Chairperson.

Conflicts of Interests

Directors are required to declare any conflict of interest (or potential conflict) to the Chairperson as soon as possible for a ruling on the matter.

In the case of an actual conflict, you are required to excuse yourself from any related voting.

Paddle Cymru Property

Paddle Cymru property, assets and resources should be used with the utmost care guarding against waste and abuse. Paddle Cymru's services and supplies or facilities should not be used for personal gain.

Outside Activities

A Director may engage in outside activities, with another agency for example, provided the utmost discretion is used and no business cards, literature, training materials, apparel, bags, etc., bearing the Paddle Cymru name or logo are used in support of that activity.

Gratuities

Any substantial gift or gratuity must be declared. In case of doubt, the Chairperson is to be consulted. Please refer to the Bribery Act 2010 and its requirements:

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

Reasonable Expenses

Accommodation – The most suitable cost-effective accommodation should be sourced.

Travel – Journeys are expected to be taken in the most economical way and car sharing is encouraged. Same-day return journeys are made at the discretion of the individual Director or driver.

Expenses – Expenses should be claimed within one month whenever possible and all expenses are to be in by the end of the financial year (March).

A record of your expenses must be kept along with associated receipts as they are declared in the financial accounts each year.

Board & Staff Communication

When communicating by email, be mindful of the tone and personal sensibilities. Contact the individual directly if clarification is required on any matter before copying responses to the entire board or other parties.

Email votes – You are required to respond as soon as you are able. If an amendment seems appropriate, make the suggestion, ask the sponsor to give a reason for any rejection, and then vote accordingly. Once you have voted by email, you cannot change your mind.

Roadshows and Public Events – When communicating in any Roadshows or Public Events, remember that your comments will be seen as reflecting the views of Paddle Cymru.

Communication with Staff

When you need something from a member of Paddle Cymru staff you should make the request through the CEO. Wherever possible, give a lead time by when you need the info or action done. Try to plan ahead so that requests are not made at the last minute.

Meetings

As a Board member you are expected to attend the AGM and as many Board meetings as possible. If for any reason you cannot attend please inform the Chairperson as soon as possible.

During the AGM all comments are to be addressed through the Chairperson

Illness, Absence or Holidays

Ensure you inform the CEO and Chairperson of any long-term illnesses, absences or holidays if you are not contactable. It would be helpful if you could inform them of when you are back online also.

Signing documents

Do not sign any documents on behalf of Paddle Cymru unless this has been agreed by the Board and you have the authorisation to do so. If in doubt, **don't**.

Complaints

All complaints are dealt with through the Member Complaints Procedure and the Disciplinary and Appeal Regulations, which generally involves the CEO and Chairperson.

Unless authorised to do so, do not become directly involved in any communications about a complaint as any written communications can be requested as evidence.

Name	
Signature	
Date	