

# Trustee / Committee Code of Conduct

## Introduction

The CIO recognises the huge contribution made by volunteers. The purpose of this Code is to maintain high standards of conduct, assist individuals in their voluntary role and to protect the best interests of our CIO. Conduct within the CIO is driven by our values.

This Code of Conduct for Trustee / Committee members is part of our overall set of codes.

Committee members should hold their position primarily for their knowledge, skill set and experience and their ability to actively contribute to the running of the CIO.

As a CIO Committee Member I will:

- promote the values, aims, rules and regulations of our CIO by acting as its ambassador and advocate always presenting it and its members in a positive light
- act only in the interests of the CIO as a whole not individuals or small groups
- listen and respect the views of others and always use appropriate and respectful language and behaviour
- help establish and maintain a comprehensive set of CIO rules and regulations that are regularly reviewed including a CIO risk register to understand and limit any potential threats to the CIO
- manage CIO funds so as to maximise value for money in all CIO financial dealings
- champion equality and respect the rights, dignity and worth of all people involved in the CIO, regardless of gender, race, marital status, colour, disability, sexuality, age, occupation, religion or political opinion
- actively contribute to the effective work of the CIO Committee by:
  - good preparation for meetings by reading all papers which have been circulated prior to meetings
  - regular attendance, participation and contribution at meetings including constructive challenge when appropriate
  - dealing with issues of agenda clarification before meetings and maintaining a sharp focus on agenda items in meetings so that time is used effectively
  - respecting the office of the “Chair of the meeting” to ensure the orderly conduct of meetings and any management of conflict
  - attempting to reach decisions by consensus and always publicly support group decisions even if my personal opinion is different
  - ensuring timely response to, and completion of, agreed actions
  - supporting fellow Committee members in their leadership of the CIO
  - attending the CIO AGM and any other meeting as and when required
  - attend relevant training events and take reasonable steps to ensure that I am aware of the development of sport policy and other issues which may affect my role or the CIO

I will not:-

- attempt to exercise individual authority over the CIO or its volunteers except as explicitly set forth in agreed policies or my assigned lead responsibility areas
- become inflexibly caught up in promoting my own views at meetings gossip or act with bias or prejudice towards others
- use offensive or discriminatory language or behaviour
- keep quiet if I have concerns about the CIO
- fail to deliver on my commitments as a committee member
- publicly disagree with decisions that the committee takes as a group, even if I have a different personal view
- consume illegal substances or smoke during meetings

## **Declarations of Interest**

All Committee members are required to:

- complete and sign the Declaration of Interests form(s) and comply with the CIO conflict of interest policy and procedures as amended from time to time
- ensure that private or personal financial interest never influences decisions
- ensure that the position as a Committee member is not used for personal gain
- disclose any direct or indirect interests which could influence judgment or give the impression that the Committee or Committee member was acting for personal reasons

## **Confidentiality**

Committee members should not pass any confidential information gained through their involvement with the CIO to a third party without the approval of the Chair.

## **UK Bribery Act**

Committee members must be aware of, and comply with, the requirements of the UK Bribery Act 2010 which has two general offences:-

- the offering, promising or giving of an advantage, and
- the requesting, agreeing to receive or accepting of an advantage

(Note: The offence applies to bribery relating to any function of a public nature, connected with a business, performed in the course of a person's employment or performed on behalf of a company or another body of persons such as your CIO committee. The function or activity may be carried out either in the UK or abroad and need have no connection with the UK. This is also linked to match fixing etc.)

## **Outside Activities**

Committee members should consider themselves at all times as being potentially regarded as ambassadors of the CIO and should, therefore, ensure that none of their other activities has the effect of bringing the CIO into disrepute.

## **Misconduct**

Committee members' conduct may be considered to be unsatisfactory when a breach of the CIO rules, regulations, this Code or any legal obligation has occurred.

In cases where there is concern that a Committee member's conduct may be considered unsatisfactory, the following procedure will be adopted:

- The Chair will arrange for an investigation of any allegation of misconduct to be undertaken to establish the facts
- The Chair will invite two other members of the Committee to form a Committee Misconduct Panel (the Panel) with him/her to consider the facts and to determine what action should be taken; if the complaint concerns the Chair then the Vice Chair (or other equivalent Committee official e.g. Treasurer) will convene the Panel
- The Panel will determine what action should be taken
- The action taken will depend upon the seriousness of the misconduct and any previous misconduct

In cases of serious misconduct, the Panel will seek a the Committee member's voluntary resignation from the Committee and if such resignation is not forthcoming, formal procedures will be taken in accordance with the CIO regulations to remove the Committee member.

A Committee member has the right to appeal against any decision made and may make an appeal by writing to the Chair within 14 days of being notified of the decision by the Panel setting out the grounds on of the appeal.

The full Committee (excluding the original Panel members and appellant Committee member) will hear any such appeal. The Chair may request up to two additional members of the CIO, with relevant experience, to be co-opted, with voting rights, to the appeal panel if the remaining members of the Committee do not have a quorum. A Committee member will act as Chair of the appeal panel discussion and the appeal panel's decision will be final.

In cases where the Chair feels it is necessary, the relevant Committee member may be suspended from attendance at meetings of the Committee while the matter is being investigated.

## **Committee Member Grievances**

This procedure for individual grievances covers those matters which are specific to the individual Committee member in relation to his/her service as a Committee member not to any general grievances.

If the Chair has a grievance about another Committee member, he/she should raise the matter directly with the Committee member in question. If no resolution is found, the Chair will raise the matter in writing, to the Vice Chairman (or other named Committee official), who will investigate and determine the appropriate course of action in consultation with the CIO Secretary [or other named post e.g. Treasurer if Secretary used above].

If a Committee member wishes to raise a grievance, he/she should write to the CIO Chair setting out the reasons for the Grievance.

If the grievance relates to another Committee member the Chair should investigate and determine the appropriate course of action. If the grievance relates to the Chair, then the Vice Chair (or other named Committee official) should receive the grievance in writing, investigate and determine the appropriate course of action.

If the Committee member is not satisfied with the reply which would normally be sent within 21 days of the original grievance, he/she may appeal to the Chair (or other named official if the Chair has not been dealing with the grievance), in writing outlining the grounds for the appeal.

The appeal will be referred to a Committee Grievance Appeals Panel; the composition of this panel will be determined by the Chair or Vice Chair (or other named official as above) if the original grievance was concerning the Chair, and will comprise of three members of the Committee who are not included in any way with the grievance.

Appeals will normally be heard within 28 days of lodging the appeal. The decision of the panel is final; there is no further appeal under any circumstances.

## **Committee Member Agreement to abide by this Code**

I confirm that I have read and understand this Committee Code of Conduct document:-

Signed..... Date.....

Signatory Print Name.....

This agreement reflects the hopes and intentions of the CIO and the volunteer agreeing to take on this role.

Please print and sign two copies of this code, one to be retained by the signatory the other to be held by the CIO Secretary/Chair.