

# South West Sport

## Policy Document 37

### ***Code of Conduct***

#### **1. POLICY**

South West Sport is committed to appropriate conduct of personnel in line with best practice in good governance principles.

#### **2. DEFINITIONS**

- 'Conflict of Interest' involves a conflict between duty as a member/officer, and personal or private interests.
- 'Governance' is the exercise of power or authority – political, economic, administrative or otherwise – to manage an entity's resources and affairs. It comprises the mechanisms, processes and institutions through which members articulate their interests, exercise their legal rights, meet their obligations and mediate their differences.
- 'Good governance' means competent management of an entity's resources and affairs in a manner that is open, transparent, accountable, equitable and responsive to people's needs.
- 'Human Resource Personnel' refers to employed staff, elected members of South West Sport's Board of Management, volunteers and work placement students.
- 'Organisation' refers to South West Sport.

#### **3. PRINCIPLES**

This policy is designed to ensure 'Human Resource Personnel' are aware of, commit to and comply with an established Code of Conduct.

#### **4. AUTHORITY & SCOPE**

This policy has been approved by the Board of Management of South West Sport.

#### **5. PROCEDURE**

The following processes will be put into place to facilitate Codes of Conduct:

- Codes of Conduct will be established and maintained
- A clause agreeing to abide by the **Code of Conduct (Schedule 37.1)** on the nomination form will be required for the Board of Management
- All other 'Human Resource Personnel' will be provided with a copy of a relevant **Code of Conduct (Staff - Schedule 37.2 and Non-paid Staff - Schedule 37.3)** at induction.

#### **6. ACCOUNTABILITY**

- Board of Management
- Chief Executive Officer

#### **7. REVIEW**

This policy will be reviewed tri-annually by the Board of Management of South West Sport. Draft reviews prepared by the Executive Officer.

## 8. AUTHORISATION

President, Board of Management \_\_\_\_\_ Date: 30/11/2016

Next Review Date: 30 November 2019

### Cross References:

Ethics Policy

## Schedule 37.1

### *Code of Conduct Board of Management*

#### Introduction

1. South West Sport (SWS) Board of Management (BOM)
2. The role of the BOM is to provide leadership and good governance for the SWS. It includes:
  - i) acting as a representative organisation by taking into account the diverse needs of the community and its membership in its decision making;
  - ii) providing leadership by establishing strategic objectives and monitoring their achievement;
  - iii) maintaining the viability of the organisation by ensuring that resources are managed in a responsible and accountable manner
  - iv) Advocating the interests of the membership and community

#### BOM Member Behaviours

The BOM affirms the following principles of behaviour:

- A. Each BOM Member is aware of their responsibility to comply with the code of conduct that requires each member to:
  - i) Act honestly;
  - ii) Exercise reasonable care and diligence;
  - iii) Not make improper use of their position
    - a) to gain, or attempt to gain, directly or indirectly, an advantage for themselves or for any other person or;
    - b) to cause or attempt to cause damage to the organisation
  - iv) Not make improper use of information acquired because of their position
    - c) to gain, or attempt to gain, directly or indirectly, an advantage for themselves or for any other person, or
    - d) to cause, or attempt to cause damage to the organisation
  - v) Support the organisation's Child Safe Standards ([Policy #52](#)) and 'Child Safe Statement of Intent' as describe in [Policy Schedule 52.1: Child Safe](#)
- B. BOM members will treat all people with **courtesy and respect**, recognising that there are legitimate differences in opinions, race, culture, religion, language, gender and abilities. This includes:
  - i) Treating members of the community with dignity and ensuring that neither offense or embarrassment is caused;
  - ii) Treating fellow BOM members with respect, even when disagreeing with their views or decisions;
  - iii) Ensuring their punctual attendance at BOM meetings; and
  - iv) Acting with courtesy towards staff and avoiding intimidatory behaviours.

C. BOM members will always act with **integrity and honesty**;

- i) Being honest in all dealings with the community, with other BOM members and staff
- ii) Always acting with impartiality and in the best interests of the community as a whole;
- iii) Not acting in ways that may damage the organizational or its ability to exercise good governance;
- iv) Exercise reasonable care and diligence in performing their functions as BOM members; and
- v) Complying with relevant laws

D. BOM members recognise that they hold a **position of trust** and will not misuse or derive undue benefit from their positions.

- i) BOM members will avoid conflicts of interest and comply with the relevant **Conflict of Interest (Policy #3)**
- ii) BOM member will not exercise undue influence on other BOM members, staff or members of the public to gain or attempt gain an advantage for themselves;
- iii) BOM members will not accept gifts either in their roles of BOM members or where it could be perceived to influence the BOM member except:  
In compliance with the relevant **Gifts & Entertainment (Policy #33)**.

E. BOM members will exercise appropriate prudence in the use of **public resources**. This includes

- i) Maintaining appropriate separation between their personal property and public property in the care of the organisation.
- ii) Not using public resources, including staff and equipment for personal purposes other than incidental use;
- iii) Ensuring that claims for out of pocket expenses are accurate and relate strictly to business

F. BOM members will treat **organization information** appropriately, by:

- i) Not using information gained by virtue of being a BOM member for any purpose other than to exercise their role as a BOM member;
- ii) Respecting the organisations policies , **Media & Stakeholder Communication (Policy #21)**, in relation to public comments and communications with the media;
- iii) Not releasing information deemed confidential; and
- iv) Recognizing the requirements of the Information Privacy Act 2000 regards the access, use and release of personal information - (**Privacy Policy #15**)

# South West Sport

## Policy Document 39

### ***Ethics***

#### **1. POLICY**

This policy outlines the South West Sport's ethical standards required of 'is 'Human Resource Personnel' and this policy guideline exists concurrently with legislative, regulatory and policy requirements, notably 'Conflict of Interest' and 'Code of Conduct', which affects or controls the business of the organisation.

#### **2. DEFINITIONS**

- 'Conflict of Interest' involves a conflict between duty as a member/officer, and personal or private interests.
- 'Ethics' refers to principles relating to right and wrong conduct; Morality; The standards that govern the conduct of a person or organisation.
- 'Human Resource Personnel' refers to employed staff, elected members of South West Sport's Board of Management, volunteers and work placement students.
- 'Organisation' refers to South West Sport.

#### **3. PRINCIPLES**

This policy is designed to ensure 'Human Resource Personnel' are provided with established ethics guidelines.

#### **4. AUTHORITY & SCOPE**

This policy has been approved by the Board of Management of South West Sport.

#### **5. PROCEDURE**

The following processes will be put into place to facilitate an awareness of established ethics guidelines:

- Ethics guidelines will be established and maintained
- All 'Human Resource Personnel' will be provided with a copy of the **Ethics Guidelines (Schedule 39.1)** at induction

#### **6. ACCOUNTABILITY**

- Board of Management
- Chief Executive Officer

#### **7. REVIEW**

This policy will be reviewed tri-annually by the Board of Management of South West Sport. Draft reviews prepared by Chief Executive Officer.

#### **8. AUTHORISATION**

President, Board of Management \_\_\_\_\_ Date: 30/11/2018

Version 1: 12/02/2009

Next Review Date: **30/11/2021**

#### **Cross References:**

Code of Conduct Policy #37

Conflict of Interest Policy #3

Workplace Discrimination and Harassment Policy #56

Relevant legislation

## **Schedule 39.1**

### **Ethics**

#### **Scope**

South West Sport values and expects ethical behaviour by its elected board of management, staff, volunteers, members, clients and partners.

#### **Concurrent Policies**

This schedule should also be read in conjunction with the South West Sport's 'Codes of Conduct policy/ies'.

South West Sport has also adopted a '[Code of Conduct' \(#37\) policy](#) and relevant [Codes of Conduct \(Executive Committee Schedule 37.1, Staff Schedule 37.2, Non-paid Staff Schedule 37.3\)](#)

#### **Values:**

The South West Sport is committed to the following values:

- Delivering effective services to the community with honest and consistent decision making and resource allocation
- Teamwork – working together with respect, co-operation, trust and support
- Developing innovative and evidence based approaches to service delivery
- Leadership – promoting leadership, clear direction, encouragement and open communication
- Integrity - ethical, honest, responsible and accountable for our actions
- Pride – taking pride and have satisfaction in our work
- Recognition – a sense of belonging through appreciation and acknowledgment of our achievements

#### **Reporting unethical behaviour**

South West Sport is committed to promoting ethical behaviour. Reports of unethical behaviour, fraud, corrupt conduct, maladministration should be made to South West Sport's Chief Executive Officer or President.

#### **Protected disclosures**

Persons who report unethical behaviour will be protected from any reprisal or detrimental action.

#### **Complaints**

Complaints regarding Council service should be written and lodged with the Chief Executive Officer or President.

#### **Implementation**

A copy of this schedule should be provide to all 'Human Resource Personnel' at induction.

Schedule 39.1 Ethics V01 Draft 12 02 09

Cross Reference: COM (Schedule 25.2), Staff (Schedule 25.1), Non Paid Staff (Schedule 25.3) Induction Checklists