



Employee Code of Conduct

This Code is intended to explain to Sport Resolutions employees the specific behaviours which the company deems to be unacceptable. It also includes the ethics and morals which the company wishes to be engrained within its staff when working internally and externally. The Code is distributed as part of the employee induction process and staff will be expected to sign their understanding of it as well as their agreement to comply with its requirements.

Employees of Sport Resolutions are required to behave in a manner that befits their status as a staff member of the UK's dispute resolution service for sport. It is imperative that behaviour should not bring the independent and neutral service we provide into disrepute.

Any breach of this Code of Conduct will be brought to the attention of the Chief Executive and may be considered under the disciplinary procedures. You should notify the Chief Executive of any significant violation of this Code by any individual governed by it.

Behaviours

Unacceptable Behaviour or Performance

Examples of behaviour that incur the Disciplinary Procedure:

- Refusal to carry out reasonable instruction
- Insulting behaviour
- Reduced capacity to carry out duties due to the influence of alcohol or non-prescribed drugs
- Constant failure to produce a satisfactory quality or quantity of work
- Frequent absence from work without permission
- Failure to observe Fire & Safety precautions
- Continual use of foul language that is offensive to others
- Allowing visitors to SR(UK) offices without permission
- The unauthorised collection of money on the company's premises
- Abuse of Absence or Self-Certification Rules and Procedures including failure to provide medical certificates.

Gross Misconduct

Examples of behaviour that carry a penalty of summary dismissal (with or without notice):

- Theft from another employee or from SR(UK)
- Gross or offensive sexual misconduct at work
- Fighting or violent behaviour, in the course of employment, towards other employees, visitors or others
- Falsifying company documents, defrauding, cheating, giving or taking a bribe
- Wilful damage to property belonging to the company, a fellow employee or visitors to the company's premises
- Breach of confidentiality or disclosure of information that would be detrimental to the company
- Prolonged unexplained absence (normally of more than 30 days)
- Use of other employee's passwords to access computer records and/or breach of the Computer Misuse Act 1990.
- Blatant discrimination on the grounds of sex, marital status, colour, race or ethnic origin.

Ethics and expectations

Ethics, integrity and honesty

You should not place yourself in situations where honesty and integrity may be questioned. Duties should be carried out in a manner which preserves and enhances public confidence in your integrity and the services provided by Sport Resolutions.

Duty to uphold the law

You should uphold the law and, on all occasions, act in accordance with the trust that has been placed in you.

Respect for others

You should promote equality by not discriminating against any person, and by treating people with respect regardless of their race, age, culture, religion, gender, sexual orientation, disability or political persuasion. Discrimination; prejudice; oppressive behaviour or language in relation to any of the above are not acceptable. All colleagues have a right to be treated with dignity and respect. All employees agree to abide by Sport Resolutions' Equality Policy.

Discretion and Confidentiality

You should exercise the utmost discretion at all times with regard to the information and business activities which are disclosed to you.

Complaints

All complaints are dealt with through the Complaints Procedure, which generally involves the Chair and the CEO.

Whistleblowing

Sport Resolutions operates a whistleblowing policy and all employees are expected to be familiar with this policy and the processes involved.

Safeguarding

All employees must comply with the Sport Resolutions Safeguarding Policy and the Sport Resolutions Vulnerable Adults Policy. These policies are contained on the Sport Resolutions website and employees should make themselves familiar with these documents. Employees will be required to attend basic safeguarding training as part of their induction and should give consideration to safeguarding in all matters.

Employees are also reminded of the expectation to adhere to and to promote the company values at all times:

- Expertise – we understand and speak the language of sport and law.
- Independence – run independently, on a non-profit basis for the benefit of sport.
- Integrity – always fair, impartial and transparent in our dealings with parties.
- Accessibility – approachable, trusted and user-friendly.
- Cost-Effectiveness – affordable and helping to save sport time and money.
- Educational - working to educate sport about effective conflict and dispute management.

Last review (date)	August 2018
Reviewed by (name)	Audit & Risk Committee
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