



Isle of Wight Cricket Board

Staff Code of Conduct

1. Introduction

The Isle of Wight Cricket Board (IWCB) expects all staff and volunteers to uphold the highest standards of integrity, professionalism, and impartiality. Your conduct should reflect positively on the organisation and withstand public scrutiny. Any breach of this Code may result in disciplinary action, including dismissal.

You are expected to:

- Deliver courteous and efficient service to all individuals and groups.
- Maintain a professional appearance and demeanour appropriate to your role.
- Refrain from sharing personal contact details with clients.
- Never bring alcohol or illegal substances onto Board premises or work under their influence.

2. Safeguarding

The IWCB acknowledges that safeguarding is everyone's responsibility. All staff and volunteers must:

- Be familiar with and follow the IWCB Safeguarding Policy and ECB's Safe Hands Policy.
- Report concerns promptly through the appropriate channels – [Clue Webform](#).
- Embed safeguarding practices into daily conduct.
- Complete the mandatory safeguarding training.

3. Confidentiality

Confidentiality is essential to protect clients and stakeholders. You must:

- Keep all sensitive information secure and confidential, both during and outside working hours.
- Comply with the Data Protection Act and GDPR.
- Protect IWCB systems and documents from accidental or intentional breaches.
- Secure laptops and files when off-site.
- Shred confidential waste appropriately.

Any breach may result in disciplinary action.

4. Risk Assessment

You are responsible for:

- Identifying and mitigating risks in your work environment.
- Following safety protocols, including those of partner organisations.
- Recording accidents using the [accident reporting form](#).



- Reporting additional concerns to your line manager.

5. Dress Code

Staff must maintain a professional and business-like appearance. This includes:

- Wearing clean, neat clothing free from offensive logos or slogans.
- Avoiding crumpled, worn or faded attire.
- Wearing sponsor-approved clothing for cricket-regulated activities.
- Dressing appropriately for meetings (business attire) and office work (smart casual or IWCB kit).

Exceptions apply for remote work where no IWCB-related meetings occur.

6. External Working

If undertaking external work (paid or unpaid), you must:

- Inform your line manager of the nature of the work.
- Avoid conflicts of interest.
- Not use IWCB resources or information externally.
- Ensure no impression is given that the work is on behalf of the IWCB.

7. Declaration of Interests

You must declare any personal, family or associate financial interests that may conflict with IWCB activities. Failure to do so may be treated as a breach of contract and subject to disciplinary procedures.

8. Gifts and Hospitality

To maintain transparency and integrity:

- Do not accept substantial gifts arising from your role.
- Report minor gifts to your line manager before acceptance.
- Declare any hospitality that could present a conflict of interest.

Examples:

- **Casual Gifts:** Decline gifts from contractors unless of low value (e.g. mugs, calendars). When in doubt, consult your line manager.
- **Hospitality:** Modest hospitality (e.g. working lunches) may be acceptable. Financial donations must be forwarded to the Chair or Cricket Development Manager. Decline all other offers of entertainment.



IWCB Contact Details

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