



COMMITTEE MEMBERS' CODE OF CONDUCT

Introduction

The Eden Park Allotment Association (EPAA) 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 club. Conduct within the club is driven by our club values. Committee members should hold their position for their knowledge, skill set and experience and their ability to actively contribute to the running of the club.

As an association committee member I will

🌐 promote the values, aims, rules and regulations of our club by acting as its ambassador and advocate always presenting it and its members in a positive light 🌐 act only in the interests of the club 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 club rules and regulations that are regularly reviewed 🌐 manage club funds so as to maximise value for money in all club financial dealings 🌐 champion equality and respect the rights, dignity and worth of all people involved in the club, regardless of gender, race, marital status, colour, disability, sexuality, age, occupation, religion or political opinion 🌐 actively contribute to the effective work of the 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 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 club; attending the association 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 club.

I will not

◇ attempt to exercise individual authority over the club 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 club ◇ publicly disagree with decisions that the committee takes as a group, even if I have a different personal view.

All committee members should ■ 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 club to a third party without the approval of the chairperson.

Use of EPAA email addresses

Committee members should try to use an epaa@gmail account for all email communication; this is to ensure data protection of EPAA members' email addresses; to ensure continuation of contact details for association officials; and to enable the EPAA to regain access to epaa@gmail email addresses should the need arise. If a committee members uses their private email to send EPAA correspondence, they should forward a copy of emails sent from their private account to their EPAA account. A separate policy relating to data protection of EPAA members' details is applicable and must be followed by committee members at all times.

EPAA gmail accounts will be linked to an EPAA mobile phone number, this is not to be changed by the committee member. This ensures epaa@gmail addresses can be reset should the need arise – the epaa@gmail email address is for use by the individual as an association official, not as an individual in their own right.

Emails to multiple EPAA members **MUST** always be sent out BCC (blind carbon copy) to ensure members' email addresses remain confidential.

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 club 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 club and should, therefore, ensure that none of their other activities has the effect of bringing the club into disrepute.

Misconduct

Committee members' conduct may be considered to be unsatisfactory when a breach of the club 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 chairperson 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 club 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 club, 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 investigate.

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 club and the volunteer agreeing to take on this role.