



c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

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Code of Conduct for Employees

Introduction

Employees (volunteers and staff) play a particularly important part in executing the work of our charity. The Charity Trustees are responsible for providing leadership to our volunteers and staff. This includes supporting and valuing the contribution employees make to the aims and objectives of the charity as well as promoting standards of behaviour as outlined in this document.

Charity trustees should support employees in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the charity should conduct themselves in order to reflect the values of the charity.

This Code of Conduct for Employees applies to all employees within the charity and should be shared with new employees as soon as they agree to take on a role within the Club. The board of charity trustees will review this Code of Conduct for Employees every 3 years.

The purpose of this Code of Conduct for Employees is to set out standards of behaviour expected from employees of Ayrshire Tigers PFC. All employees should ensure that they have read and comply with this Code of Conduct.

Employees should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in their volunteer/staff role description to a satisfactory standard;
- Performing their volunteer/staff role to the best of their ability in a safe, efficient and competent way;
- Following the charity's policies and procedures as well as any instructions or directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Raising concerns about possible wrongdoing witnessed by the volunteer/staff member in the course of the volunteer's/employee's role with Ayrshire Tigers PFC with the Club Secretary or Chairperson.
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- Acting in a way that is in line with the purpose and values of the charity and that enhances the work of the charity;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers and staff;
- Reporting any health and safety concerns;
- Directing any questions regarding Ayrshire Tigers PFC's policies, procedures, support or supervision to the Club Committee;
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with Ayrshire Tigers PFC's grievance procedures;

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- Declaring any interests that may conflict with their role or the work of the charity (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, employees may seek guidance from the Club Secretary.
- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with Ayrshire Tigers PFC returning any such documents, material in their possession;
- Seeking authorisation before communicating externally on behalf of Ayrshire Tigers PFC;
- Maintaining an appropriate standard of dress and personal hygiene;
- Disclosing the fact that they have been charged with, or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to the Club Secretary.¹ For the avoidance of doubt, employees are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to Ayrshire Tigers PFC.

Employees are expected NOT to:

- Bring the charity into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role;
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community);
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering;
- Provide a false or misleading statement, declaration, document, record or claim in respect of Ayrshire Tigers PFC, its volunteers, staff or charity trustees;
- Engage in any activity that may damage property;
- Take unauthorised possession of property that does not belong to them.
- Engage in illegal activity while carrying out their role.
- Improperly disclose, during or after their involvement with Ayrshire Tigers PFC ends, confidential information gained in the course of their role with Ayrshire Tigers PFC.

¹ In seeking information from volunteers and staff about criminal convictions (or the fact that they have been charged with an offence or given the benefit of the Probation of Offenders Act 1907 (as amended)) charities should comply with data protection law and be aware of the limitations on the circumstances in which it is possible to process such information (e.g. see section 55 of the Data Protection Act 2018). It is also important that charities have due regard to the provisions of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended). If a charity has any doubt about its rights and responsibilities in this regard, it should obtain legal advice.

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Where an employee is found to be in breach of the standards outlined in this Code of Conduct or any of Ayrshire Tigers PFC's other policies and procedures this may result in the employee's position being terminated. Notwithstanding the foregoing, employees should note that Ayrshire Tigers PFC may terminate an employee's position without cause.

The board of charity trustees will review the Code of Conduct for Employees at 3 year intervals or as appropriate. The Club Chairperson is responsible for ensuring that this Code of Conduct is implemented effectively. All other employees, including charity trustees, are expected to facilitate this process.