

DERBYSHIRE COUNTY CRICKET CLUB

CODE OF CONDUCT FOR STAFF, MANAGERS, VOLUNTEERS AND THE BOARD OF DIRECTORS

This Code of Conduct defines Derbyshire County Cricket Club's (the Club) expectations of all its personnel – it includes employed staff, managers, volunteers and the Board of Directors with regards to their behaviour and personal conduct. The Code of Conduct also establishes that all personnel have a duty and responsibility to be aware of their own professional practice. In order for the Code of Conduct to be fully understood it should be read in conjunction with the Club's disciplinary policy.

All personnel will:

- At all times abide by the rules and their spirit.. The highest standards of behaviour and performance at all times.
- Must perform their duties with honesty, integrity, impartiality and objectivity.
- Must be accountable to the Club for their actions.
- Know, understand and follow the ECB guidelines set out in "Safe Hands – Cricket's Policy for Safeguarding Children" and any other Derbyshire County Cricket Club guidelines issued in relation to safeguarding.
- Treat everyone equally and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief.
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed.
- Hold relevant qualifications and be covered by appropriate insurance.
- If required for the role have a current ECB DBS
- Are expected to arrive at work promptly, ready to start work at their contracted starting time, and are required to remain at work until their contracted finishing times (persistent poor time keeping will be dealt with under the formal disciplinary solutions).
- Obtain management authorisation if for any reason they wish to arrive later or leave earlier than their normal start and finish times.
- Be familiar with the rules concerning the granting of leave and the notification of sickness absence and follow these at all times.
- Maintain a professional relationship between players, spectators, staff and representatives from other organisations with whom the Club works.
- Demonstrate respect for all Club Employees/Personnel and work and relate with each other in a professional manner on the basis of mutual trust, respect, cooperation and individual dignity.
- Avoid actions and words that could be considered discriminatory, hostile, improper or offensive in any situation.
- Maintain satisfactory standards of performance at work, a high level of quality, accuracy and diligence; and work flexibly and upon request carry out duties that may be outside their normal job/role remit.
- Always work in an open environment, i.e. avoid private or unobserved situations.
- Comply with any and all reasonable instructions given by the Club.
- Attend appropriate training to keep up to date with their role and as required by the Club especially with respect to safeguarding.

- Dress in a manner appropriate to the function in which they are engaged and to ensure that their personal hygiene and grooming are properly attended to prior to presenting themselves at work.
- Undertake their work with due regard for the health and safety, well-being and property of other workers, business contacts and members of the public.
- Not report for duty under the influence of alcohol, drugs or other substances.
- Act at all times (whether inside or outside of work) in the best interest of the Club.
- Not engage in any activity outside of their role with the Club which could reasonably be interpreted as competing with the Club.
- Not use the Club property, or any other property on the Club's premises, for any purpose other than that for which it was intended and for which they have authorisation.
- Not take Club property and equipment from the Club's premises other than for use on authorised Club business.
- Pay fully or in part for any loss or damage caused to Club property which is found to be attributable to their negligence or an act of deliberate vandalism.
- Treat any information gained in the course of their role about the business of the Club, and that of the Club's customers, suppliers and business partners, as confidential both during their employment and at all times after its termination.
- Gain an understanding of the Club's health and safety procedures, observe them and ensure that safety equipment and clothing is always used.
- Have an understanding of the Club's Anti Bribery and corruption rules, observe them and report any instances of concern to their manager or the Directors.
- Raise any concerns with their manager or the Directors regarding any other member of personnel who is acting in a manner which appears to be in breach of the code or to involve any other form of:
 - Fraud/Corruption
 - Bribery
 - Illegality
 - Serious Conflict
 - Bullying/victimisation
 - Discrimination