



WELSH ATHLETICS  
ATHLETAU CYMRU

## **Committee Members' Code of Conduct**

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## 1. Introduction

As a Committee member, your behaviour and actions must be governed by the principles set out in this Code of Conduct. It is your responsibility to ensure that you are familiar with, and comply with, all the relevant provisions of the Code.

The code of conduct is divided into five sections:

- **Scope:** who is covered by this Code.
- **Key principles:** which outlines the principles upon which this Code of Conduct is based around. These principles should inform your actions and decisions as a Committee member.
- **General Conduct:** which offers guidance on how to comply with your responsibilities as a Committee member.
- **Conflicts of Interest:** which demonstrates how you should respond if any conflicts of interest arise from your private interests or by virtue of any other roles you hold.
- **Raising concerns:** which outlines how you can speak up and raise concerns within the organisation.

## 2. Scope

This Code of Conduct covers all Committee members of Welsh Athletics.

## 3. Our values

This Code of Conduct is based on our values:

- **Trust**
- **Excellence**
- **Ambition**
- **Fun**
- **Respect**
- **Togetherness**

## 4. General Conduct

4.1 **Upholding standards.** As a Committee member, you must uphold at all times the integrity of the organisation. You should consider yourself at all times as being potentially regarded as an ambassador for the organisation. You must not become involved in, or be seen to endorse, any activity that may bring the organisation into disrepute. This includes, but is not limited to illegal, immoral, racist or other discriminatory activity.

#### 4.2 **Duties:** You must:

- a) Promote equal opportunities by not discriminating against anyone else.
- b) Treat others with respect;
- c) Not do anything which compromises or which is likely to compromise the impartiality of those who work for the organisation or on its behalf
- d) Reflect the organisation's commitment to equal opportunities.
- e) Be polite and honest, and show respect to other Committee members, staff and other members of the community.
- f) Uphold the duties of the role.
- g) Fully support the decisions of the Committee once made, and to reflect only the agreed position to others. If you are unable to support a decision, you may have to review your position on the Committee. In any event, the matter must not be discussed with others outside of the Committee.
- h) Ensure good communication between the committee and relevant stakeholders i.e Regional Councils, Clubs

#### 4.3 **Inappropriate actions.** You must not:

- a) Make any information public that is given to you in confidence by anyone, or information which you believe to be confidential, without the permission of a person authorised to give it, or unless you must do so by law.
- b) Prevent another person from gaining access to information which that person is entitled by law.
- c) Use your position to secure an advantage or disadvantage for yourself or someone else.

### 5. **Attendance at Committee Meetings**

#### 5.1 **Preparation for Committee meetings.** You are expected to:

- a) Make every effort to attend Committee meetings.
- b) Ensure that the Chair receives your apologies if you are unable to attend a meeting.
- c) Discuss with the Chair if circumstances arise in which you will be unable to attend regularly.
- d) Arrive promptly for the start of the meeting.
- e) When required, please engage the views of your constituent i.e region if a regional rep, to ensure that any decision required is endorsed.

## **5.2 Expectations of Members:** You are expected to:

- a) Read Committee reports in advance and be sure that you understand their contents and the decisions you are being asked to take.
- b) Whenever there is a need for clarification on particular issues or reports, contact the Chair, or other designated member of the senior staff team, in advance of the meeting and discuss any questions with him or her.
- c) Come to meeting with all relevant papers and any other necessary materials.

## **6. Conflicts of Interest**

- 6.1** You must avoid conflict of interest and act in good faith in the organisation's interests.
- 6.2** You must ensure that no conflict arises or could reasonably be perceived to arise between your public and your private interests, financial or otherwise.
- 6.3** You must comply with the rules of the organisation on handling conflicts of interests. As a minimum, these will require you to declare publicly, usually in the body's register of interests, any private financial or non-financial interests of your own, or of close family members, which may, or may be perceived to, conflict with your public duties.

## **7. Raising concerns**

- 7.1** You should ensure that the organisation has an open, transparent and safe working environment where members feel able to speak up and raise concerns, and complaints procedures are clearly communicated to them.
- 7.2** If you have a concern about a possible breach of this Code, a concern that you or any members of the body are being asked to act in contravention of the Code of Conduct, or a concern about misconduct or wrongdoing in any other areas, then you have a responsibility to raise that internally with the Chair of the organisation.

I agree to abide by the Welsh Athletics Limited Committee Code of Conduct and accept any sanctions imposed should I fail to do so:

Print name .....

Sign .....

Date .....