

WELSH INDOOR BOWLS

OFFICERS CODE OF CONDUCT

Welsh Indoor Bowls (WIB) recognises the contribution made by voluntary Officers and Committee Members to the organisation. The purpose of this Code is to maintain high standards of conduct, assist Officers/Committee Members in their voluntary roles and to protect the best interests of WIB. Conduct within WIB is driven by our core values:

- Selflessness.
- Honesty.
- Integrity & Propriety.
- Lawfulness.
- Stewardship.
- Objectivity in decision making.
- Equality & Respect.
- Openness & Transparency.
- Accountability.
- Leadership.

This Code of Conduct is specifically for Officers and Committee Members and is part of WIB's overall set of codes as follows: -

Officers and Committee Members should hold their position primarily for their knowledge, skills set and experience and their ability to actively contribute to the running of WIB.

As an Officer/Committee Member I will:

- Promote and embed our values, aims and policies.
- Act only in the interests of WIB and not on behalf of any other interest group.
- Help establish and maintain robust and comprehensive governance processes and regulations that are regularly reviewed (including a comprehensive list of Officer/Committee Member delegated authorities).
- Actively contribute to the effective work of Committees by:
 - Thorough preparation and reading all papers which have been circulated prior to the meetings.
 - Regular attendance, participation and contribution at meetings including constructive challenge.
 - Ensuring timely response to agreed actions, requests for information and guidance from fellow Officers/Committee Members.
 - Attending the Annual General Meeting and any other Meetings as well as designated events as and when required.
 - Deal with issues of clarification "offline" before Officers' and or Committee Meetings if it relates to an agenda item and maintain a sharp focus on agenda items in meetings, to ensure meetings run to time and that time is utilised to best effect.
 - attend meetings of Committees and Sub Committees which I either Chair or sit in membership.
 - reach decisions by consensus.
 - attend relevant training courses and take reasonable steps to ensure that I am aware of the development of public policy and other issues which may affect my role and the work of WIB.

It is vital that Officers and Committee Members:

- listen to and respect the views of others.
- seek positive and constructive resolutions to those issues where differences in opinion exist and, where a vote is taken, accept the decision of the majority.
- respect the office of the Chair of the meeting, to ensure the orderly conduct of meetings.
- observe the highest ethical standards of impartiality, integrity and objectivity in relation to the stewardship of funds and the management of WIB.
- act in a way considered to be in good faith that would be most likely to promote the success of WIB for the benefit of its members as a whole.
- maximise value for money through ensuring that services are delivered in the most economical, efficient and effective way, within available resources.
- maintain focus on the strategic development of WIB through planning, prioritising, performance monitoring and evaluation.
- support fellow Officers/Committee Members in their leadership of the organisation.
- respect the rights, dignity and worth of all people involved in WIB, regardless of gender, race, marital status, colour, disability, sexuality, age, occupation, religion or political opinion.
- at all times act as an ambassador and advocate for WIB promoting the organisation's key messages and always presenting the organisation and its members in a positive light.

I will not

- attempt to exercise individual authority over WIB's Officers, Members or its volunteers, except as explicitly set forth in Committee Policies or Committee decisions.
- consume alcoholic drinks or illegal substances or smoke during meetings.
- use offensive or discriminatory language or behaviour.
- keep quiet if I have concerns about the organisation.
- fail to deliver on my commitments as an Officer or Committee Member.
- disagree in public with decisions taken as a group, even if I have a different personal view.
- act with bias or prejudice towards others.

Declarations of Interest

All Officers and Committee Members are required to: -

- complete and sign the Declaration of Interests form(s) and comply with WIB's conflict of interest policy and procedures as amended from time to time.
- Ensure that private or personal financial interest never influences decisions.
- Ensure that the position as an Officer or Committee Member is not used for personal gain.
- Disclose to the Chair any direct or indirect pecuniary or other interests which are not pecuniary, but which could influence judgement or give the impression that the Officers or Committee Members were acting for personal motives.
- Note that the Chair of Committee Meetings has the right to request that a person withdraws from any meeting or any part of a meeting when any such conflict of interest exists.
- Comply with WIB's policy for hospitality and gifts.

Confidentiality

Officers/Committee Members should not pass any confidential information gained through their involvement with WIB to a third party without the approval of Chair

UK Bribery Act

Officers/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.

Outside Activities

Officers /Committee Members should consider themselves at all times as being potentially regarded as ambassadors of WIB and should, therefore, ensure that none of their activities has the effect of bringing WIB into disrepute.

Misconduct

An Officer's/Committee Member's conduct may be considered to be unsatisfactory when a breach of WIB's Regulations, this Code, standing orders or legal obligation has occurred.

In cases where there is concern that the Officer's/Committee Member's conduct may be considered unsatisfactory, the following procedure will be adopted:

- The President will arrange for an investigation of any allegation of misconduct to be undertaken to establish the facts.
- The President will invite two other Officers or Committee Members to form a Misconduct Panel to consider the facts and to determine what action should be taken; if the complaint concerns the President then the Vice President (or other equivalent) will convene the Panel.
- The Panel will determine what action should be taken.
- The action that is taken will depend upon the seriousness of the misconduct and any previous misconduct.

In cases of serious misconduct, the Panel will seek a voluntary resignation and if such resignation is not forthcoming, formal procedures will be taken in accordance with WIB's regulations to remove the Officer/Committee Member.

An Officer/Committee Member has the right to appeal against any decision made and may make an appeal by writing to the Chair/President within 14 days of being notified of the decision by the Misconduct Panel setting out the grounds on which they are appealing.

All the Officers (excluding the original Panel members) will hear any such appeal. The Chair may request up to two additional members of WIB with relevant experience, to be co-opted, with voting rights, to the appeal panel if the remaining members of the Officers do not have a quorum. The Chair will decide if the appellant member and or any witnesses will attend the appeal panel.

An Officer or 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 appropriate, he may suspend the relevant Officer/Member from attendance at all meetings while the matter is being investigated.

Officer's/Committee Member's Grievances

This procedure for individual grievance covers those matters which are specific to the individual in relation to their service as an Officer/Committee Member not to any general grievances.

If the Chair/President has a grievance with or about another Officer/Committee Member, the matter should be raised directly with the member in question. If no resolution is found, the President will

raise the matter in writing to the Vice President, who will investigate and determine the appropriate course of action in consultation with the Secretary.

If an Officer/Committee Member wishes to raise a grievance, they should write to the President setting out the reasons for the Grievance.

If the grievance relates to another Officer/Committee Member, the President should investigate and determine the appropriate course of action. If the grievance relates to the President, then the Vice President should receive the grievance in writing, investigate and determine the appropriate course of action.

If the individual is not satisfied with the reply, which would normally be sent within 7 days of the original grievance, the individual may appeal to the President or Vice President if they have been dealing with the grievance, in writing outlining the grounds for the appeal.

The appeal will be referred to a Grievance Appeals Panel; the composition of this panel will be determined by the President or Vice President if the original grievance was concerning the Chair/President, and will comprise three Officers/Committee Members who are not included in any part of the grievance.

Appeals will normally be heard within 14 days of lodging the appeal. The decision of the panel is final; there is no further appeal under any circumstances.

I confirm that I have read and understand this Officers'/Committee Members' Code of Conduct document: -

Signed: -

Dated: -

Print Name: -

Review Date May 2024.