



BowlsWales Group Representatives Code of Conduct

Introduction

BowlsWales recognises the huge contribution made by volunteers to the organisation. 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 organisation. Conduct within the company is driven by our core values:

- Visionary
- Inclusive
- Open
- Excellence
- Professional

This Code of Conduct is specifically for the Representatives on the BowlsWales Groups, namely Performance, Development and Communication. Individuals will hold their position primarily for their knowledge, skills set and experience and their ability to actively contribute to the running of BowlsWales.

As a Group Representative, I will:

- ✓ promote and embed our values, aims and policies.
- ✓ act only in the interests of BowlsWales and not on behalf of any constituency or interest group.
- ✓ help establish and maintain robust plan that provides information for the overall BowlsWales Strategy and ensure that they are regularly reviewed.
- ✓ actively contribute to the effective work of the Group by:
 - thorough preparation and reading all papers which have been circulated prior to meetings;
 - regular attendance, participation and contribution at meetings including constructive challenge;
 - ensuring timely response to agreed actions, requests for information and guidance from fellow group representatives, Board Directors and the General Manager;
 - attend meetings and BowlsWales events (as and when required)
 - deal with issues of clarification "offline" before 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
- ✓ attempt to reach decisions by consensus
- ✓ attend relevant training events and take reasonable steps to ensure that I am aware of issues which may affect my role and the work of BowlsWales

It is vital that Group Representatives:

- listen and respect the views of others
- seek positive and constructive resolution 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
- declare any conflicts of interest and behave in a visibly impartial manner on issues relating to my own personal or professional matters.
- observe the highest ethical standards of impartiality, integrity and objectivity in relation to the stewardship of funds and the management of BowlsWales
- act in a way considered to be in good faith and would be most likely to promote the success of the company 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 BowlsWales through planning, prioritising, performance monitoring and evaluation
- are up-to-date with the organisation's risk register and are proactive in anticipating any potential threats to the organisation.
- seek to work effectively with the General Manager [and vice versa] to advise, guide, enable and support
- respect the rights, dignity and worth of all people involved in BowlsWales, 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 BowlsWales promoting the organisation's key messages and always presenting the organisation and its people in a positive light
- displaying BowlsWales 's core values in what you say and the way you act

I will not

- attempt to exercise individual authority over BowlsWales or its staff and volunteers
- consume alcoholic drinks or illegal substances or smoke during meetings
- become inflexibly caught up in promoting my own views
- gossip or act with bias or prejudice towards others
- use offensive or discriminatory language or behaviour
- keep quiet if I have concerns about the organisation
- publicly disagree with decisions that the Board/Group takes, even if I have a different personal view

Declarations of Interest

All Group Representatives are required to:

- ensure that private or personal financial interest never influences decisions
- ensure that the position as a Group representative is not used for personal gain
- note that the Chair of Group meetings has the right to request that a representative withdraws from any meeting or any part of a meeting when any such conflict of interest exists
- comply with BowlsWales policy for hospitality and gifts

Employment

Group representatives must not use their positions to obtain for themselves, family members, or close associates, employment within BowlsWales.

Should a Group Representative be considered for employment, he/she must temporarily withdraw from deliberations, voting and access to applicable information that might relate to the employment.

Confidentiality

Group representatives should not pass any confidential information gained through their involvement with BowlsWales to a third party without the approval of the Chair.

UK Bribery Act

Group representatives 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

Group representatives should consider themselves always as being potentially regarded as ambassadors of BowlsWales and should, therefore, ensure that none of their other activities has the effect of bringing BowlsWales into disrepute.

Misconduct

Group representatives conduct may be unsatisfactory when a breach of BowlsWales Regulations, this Code or standing orders has occurred.

In cases where there is concern that a Group representatives conduct may be considered unsatisfactory, the following procedure will be adopted:

- The Chair of the Board will arrange for an investigation of any allegation of misconduct to be undertaken to establish the facts
- The Chair of the Board will invite two other members of the Board to form a Misconduct Panel with him/her to consider the facts and to determine what action should be taken
- The Panel will determine what action should be taken
- The action that will be 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 from the Group and if such resignation is not forthcoming, formal procedures will be taken in accordance with BowlsWales Regulations to remove the Group representative (refer to Company Articles or see companies Act Section 168/169).

A Group representative has the right to appeal against any decision made and may make an appeal by writing to the Chair of the Board within 14 days of being notified of the decision by the Board Misconduct Panel setting out the grounds on which the representative is appealing.

The full Board (excluding the original Panel members and appellant Board member) will hear any such appeal. The Chair of the Board may request up to two additional representatives of the organisation, with relevant experience, to be co-opted, with voting rights, to the appeal panel if the remaining members of the Board do not have a quorum. A Board 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/she may suspend the relevant representative from attendance at meetings while the matter is being investigated.

Group Representative Grievances

This procedure for individual grievances covers those matters which are specific to the individual in relation to his/her service as a Group representative not to any general grievances.

If the Chair has a grievance about another Group representative, he/she should raise the matter directly with the representative in question. If no resolution is found, the Chair will raise the matter in writing, to the Chair of the Board, who will investigate and determine the appropriate course of action in consultation with the General Manager.

If a Group representative wishes to raise a grievance, he/she should write to BowlsWales Chair of the Board setting out the reasons for the Grievance.

If the grievance relates to another Group representative or the General Manager, the Chair of the Board should investigate and determine the appropriate course of action. If the grievance relates to the Chair of the Group, then the Chair of the Board should receive the grievance in writing, investigate and determine the appropriate course of action. If the grievance is in relation to a member of staff the General Manager will investigate and determine the appropriate course of action, ensuring reference to the grievance procedures in the employee handbook.

If the Group representative is not satisfied with the reply which would normally be sent within 10 working days of the original grievance, he/she may appeal to the Chair of the Board if he/she has been dealing with the grievance, in writing outlining the grounds for the appeal.

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

Appeals will normally be heard within 15 working 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 Code of Conduct document: -

Signed Date

Print Name.....

This agreement reflects the hopes and intentions of BowlsWales and the volunteer agreeing to take on this role.

Agreed by the Board	08.02.18
Version Number	1
Next review date	Jan 2019