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Code of Conduct - Staff and Volunteers

If you require this document in other formats please contact us at: mail@wrestling.scot

Introduction

The purpose of this document is to provide a code of conduct for staff and volunteers of Scottish Wrestling (SW). The Code of Conduct is a summary of the policies which sets out the standards of behaviour that Scottish Wrestling expects from you and identifies your rights and responsibilities.

Prior to signing this Code of Conduct, it is important to understand the mission and values of SW to demonstrate how you will influence the overall vision.

SW Vision

To be a world class wrestling organisation which leads, inspires, encourages and grows wrestling within Scotland.

SW Mission

We believe that this vision can be achieved by laying the foundations for a vibrant and modern organisation that, through its leadership and guidance, will support the growth and long-term success of wrestling in Scotland.

SW Values

We will be guided by our core values in everything we do. These will underpin and define us as an organisation and a sport.

- **Respect** - creating an open friendly culture of inclusion within wrestling in Scotland.
- **Integrity** - a strong set of principles that create a culture of trust and openness within Scottish Wrestling.
- **Selflessness** - creating a culture that is about helping others and developing a strong community.
- **Courage** - to make the right decisions backed by action in the face of adversity.
- **Ambition** - being the best we can be every day while striving to become better.
- **Discipline** - focussed and committed to our vision.
- **Dynamis** - the will power to win while remaining humble in victory and gracious in defeat.

Code of Conduct:

Accountability

If you cannot work you must directly inform the Scottish Wrestling. Failure to contact us may place additional pressure on staff.

Confidential Information

You have an obligation to protect confidential or personal information. If you have access to confidential information (including addresses or telephone numbers of colleagues/clients), you should never discuss

or disclose such information to anyone other than the person/s authorised to receive it, both during and after your involvement with the organisation/event.

Professionalism

All staff members have a responsibility to behave professionally at all times. You will be highly visible as a representative of the organisation therefore ensure that you present a professional appearance at all times.

Security

You will be required to adhere to security procedures whilst on and off duty. The security measures will be notified to you via training or induction.

First Aid

If a medical emergency should arise, unless you are a trained first-aider, your first priority should be to get assistance from someone who is trained. Even if you are a trained first-aider, ensure that professional medical help is obtained as a matter of urgency.

If there is any immediate danger, get yourself and those near you away from the area as quickly as possible. Your attempts to assist someone should be minimal but you might be able to do some of the following until help arrives.

- Clear the space around the ill or injured individual and keep other spectators away;
- Help make the individual comfortable;
- If possible, place them in the recovery position and call the 999 as soon as possible.

Be extremely careful with blood. You can put a cloth over a wound to help stop bleeding but do not touch the wound or allow blood to come into contact with your skin.

Health and Safety

Scottish Wrestling is committed to providing you with a safe working environment. You are required to exercise reasonable care in the course of your role to ensure the Health and Safety of yourself and others. Please be aware of, and follow all safety information.

The following safety responsibilities apply to all:

- Pay close attention and familiarise yourself with the facilities and note the names of the different exits and access points;
- Cooperate fully with staff at all times;
- Understand the emergency plans for the venue (e.g. fire evacuations);
- Do not use any equipment or machinery which you have not been trained to use;
- Take care when lifting and carrying (e.g. don't lift very heavy boxes);
- Report any potential hazards;
- In the event of fire/hazard or any other risk, remove yourself and warn others of imminent danger;
- If you feel an activity is unsafe or you feel unwell report this to your supervisor;
- Contribute to a safe and healthy workplace - don't leave things lying around, keep work areas and gangways clear and tidy.

Summary of Policies:

Anti Bullying Policy

SW recognises its duty of care and responsibility to safeguard all its members, staff and volunteers from harm and is committed to provide a caring, friendly and safe environment, so they can participate in

wrestling in a relaxed and secure atmosphere. SW have implemented and is promoting the Anti-Bullying Policy and is committed to take action to investigate and respond to any alleged incidents of bullying.

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those experiencing bullying to defend themselves. There are various forms of bullying, and they can include: emotional, physical, sexual, discrimination, verbal, cyberbullying.

Anti-Fraud, Anti-Bribery and Anti-Corruption Policy

SW requires its Board, staff and volunteers to act honestly and with integrity at all times to safeguard the resources for which they are responsible. The Anti-Fraud, Anti-Bribery and Anti-Corruption Policy sets out responsibilities regarding both the prevention of fraud and the procedures to be followed where a fraud is detected or suspected. It is important that SW members, staff and volunteers are aware of the risk of fraud, bribery and corruption. Any person who becomes aware of any fraud, bribery, corruption or other illegal act and does not follow this policy may be subject to disciplinary action.

Communications Policy

This policy sets out the core values of the SW which should be at the heart of all SW communications ensuring strong relationships with its members, partners and key stake-holders.

Conflict of Interest Policy

Any personal or business interests which may conflict with your responsibilities to SW must be declared. Such conflicts must be identified at an early stage so that appropriate action can be taken to resolve them. SW maintains a Register of Interests appropriate to its activities, which includes the interests of close family members. New members of Board and staff are required to complete a Register of Interests Declaration on appointment, and must inform the Chair as changes occur. The declaration is sent to all Board members and staff to update on an annual basis.

Interests are defined as: Pecuniary and Non-pecuniary interests. Close family members include personal partners, parents, children (adult and minor), brothers, sisters and the personal partners of any of these.

Data Protection Policy

SW is committed to safeguarding the privacy of your information. By 'your information' we mean any information about you, which you or third parties provide to us. The Privacy Principles outline our commitment to the secure and responsible handling of information about our members and explains how your information will be treated by the SW.

Disciplinary Policy and Procedure

SW Disciplinary Procedure will be used only when necessary and as a last resort. Where possible, informal and/or formal counselling or other good management practice will be used to resolve matters prior to any disciplinary action being taken. The procedure is intended to be positive rather than punitive but takes cognisance of the fact that sanctions may have to be applied in some circumstances.

Equality Policy

SW is required by law not to discriminate against employees, members and volunteers or condone any unlawful discriminatory practice and recognises this legal obligation under the Equality Act 2010. We are committed to ensuring that our workplace is free from unlawful or unfair discrimination on the grounds of a protected characteristic. The protected characteristics are defined as age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation.

We aim to ensure that our staff achieve their full potential and that all decisions are taken without reference to irrelevant or discriminatory criteria.

Expenses Policy and Guidelines

The SW Expenses policy sets out the rules on how Board members, staff and volunteers can claim for expenses incurred wholly, necessarily and exclusively in connection with authorised SW duties. To claim for expenses, you must use the SW expense claim form, receipts are required for all expense claims.

Finance Handbook (Policy)

This document regulates the financial management and control procedures of the SW. These procedures are to be followed by all staff, volunteers and service providers in the conduct of their duties for the SW. The policy will be reviewed periodically (at least once a year) to ensure it is up-to-date and fit-for-purpose.

Flexible Working Policy

The SW recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Therefore the organisation wants to support its employees achieve a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests. The organisation is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

It is the organisation's policy to encourage open discussion with employees. An employee that thinks they may benefit from flexible working is encouraged to contact their line manager to arrange an informal discussion to talk about the options.

Grievance Procedure Policy

This policy explains how staff or volunteers can voice their complaints, regarding any condition of their employment, in a constructive way. The SW encourages employees to communicate their grievances so they can be resolved as quickly as possible. That way we avoid conflicts and foster a supportive and pleasant working environment for everyone.

In the event of an employee wishing to raise a grievance, it is preferable for the grievance to be satisfactorily resolved as close to the individual and their line manager as possible. It is understood however that this is not always possible and that a formal procedure is required to ensure the swift and fair resolution of matters, which aggrieve SW employees. Time scales have been fixed to ensure that grievances are dealt with quickly.

Health and Safety Regulations

The SW is committed to achieving high standards of health and safety throughout its member clubs and is committed to taking all reasonably practicable steps to prevent, control or guard against risks to the health and safety of its members, staff, volunteers and others affected by its activities. Overall Accountability and Responsibility for Health and Safety lies with the Board of the SW.

HR Manual

This manual serves to bring together in one place the key items of HR policy within the SW. Some items are the subject of a specific, stand-alone policy document. In these cases, the stand-alone policy takes precedence. Overall accountability for HR policies and employment practices is held by the SW Board.

Recruitment and Selection Policy

SW recognises that its success depends upon the calibre of its employees and volunteers and is aware of its responsibilities regarding the need to provide equality of opportunity to all interested in applying for roles whilst increasing the diversity of the people involved in such roles. This policy outlines the approach to employee recruitment and selection of staff and volunteers and will be delivered in line with the SW Equality Policy.

Risk Management Policy

SW aims to be a world class wrestling organisation, which leads, inspires, encourages and grows wrestling within Scotland. This, as any other ambitious goal, requires a certain amount of risk taking. SW should be in a position where it understands and manages the risks effectively, while delivering stated business objectives.

Risk can be defined as “something happening that may impact on the achievement of our objectives”.

We manage risk daily without describing this as “risk management”. We consider what might go wrong and take steps to reduce the impact if things do go wrong. However, the SW cannot rely on informal processes. As a public Sport Governing Body it must provide assurance that certain processes to recognise and manage all potential risks are observed and followed.

Safeguarding Policy

SW is committed to safeguard and protect its staff, members and volunteers from harm and to recognise the responsibility to promote safe practice and to protect children and vulnerable adults in its care from discrimination, harm, abuse and exploitation. Staff and volunteers will work together to embrace difference and diversity and respect the rights of all members, staff and volunteers to ensure people enjoy wrestling in a safe environment.

Whistle Blowing Policy

Scottish Wrestling (SW) is committed to maintaining the highest ethical standards in quality, integrity, openness and accountability across all of its remit and to encourage a free and open culture in

dealings between the board, staff, volunteers and members. In particular the SW recognises that effective and honest communication is essential to its success.

This policy gives guidance as to the actions available should anyone suspect that these standards are not being observed by any colleague(s) and who may from time to time feel that they need to raise issues relating to the SW with someone in confidence.

SW policies are available to read and download from the SW website www.wrestling.scot.

Rights of Staff Members:

Clear role description

You should receive a clear role description detailing the tasks expected of you. This should also include details of your position within the organisation and who you should report to.

Training and development

To develop your skills the Scottish Wrestling will endeavour to provide training for your role. Alert your Supervisor if you would like to undertake additional training.

A healthy and safe environment

Scottish Wrestling will endeavour to ensure your working environment is suitable for your needs. You are required to exercise reasonable care in the course of your role to ensure the Health and Safety of yourself and others. Any additional requirements to guarantee your safety in the workplace should be brought to the attention of your Supervisor.

Staff Member Declaration

I declare that I have read, understood and agree with the terms of the Code of Conduct and will act in accordance with them whilst fulfilling the responsibilities and duties that I hold with regard to Scottish Wrestling.

Name: _____

Position: _____

Date: _____

Signature: _____