



DeaflympicsGB



UK Deaf Sport

UK Deaf Sport

Code of Conduct Policy

The Issue Status

The Issue Status is indicated by the version number in the footer of this document. It identifies the Issue Status of the 'UK Deaf Sport Code of Conduct Policy'.

When any part of this document is amended, a record is made in the Amendment Log shown below.

The 'UK Deaf Sport Code of Conduct Policy' can be fully revised and re-issued at the discretion of the UK Deaf Sport Board.

Issue	Amendment	Date	Initials	Policy Owner	Approving Body	Date Approved by Approving Body	Review Date
V1.0	First version - Code of Ethics	August 2022					
v2.0	Renamed Code of Conduct, updated to meet Tier 3 requirements	June 2023	DB	JC	UKDS Board	N/A	June 2026
v2.2	Addition of what happens when the Code is breached	July 2023	DB	JC	UKDS Board		July 2026
V3.0	Board agreed version	July 2023	DB	JC	UKDS Board	19/07/2023	July 2026

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1. Purpose

- 1.1 This Code of Conduct (the Code) sets out expectations with respect to how all individuals connected to UK Deaf Sport (UKDS) including Directors, Committee and Advisory Group Members, President, Vice Presidents and Employees behave and the values they adopt. These expectations promote a culture of decision-making which is ethical and inclusive and drives continuous improvement. It sets out expected behaviours as well as behaviours which are considered unacceptable including those that will not be tolerated from a diversity and inclusion perspective. It also sets out actions that will be followed if the Code is breached.

2. Introduction

- 2.1 UKDS expects all individuals connected to UKDS to hold the highest personal and professional standards. Their behaviour and actions should be governed by the principles set out in this Code of Conduct. It applies to all individuals connected to UKDS in any capacity, including UKDS Board Directors, Committees and Advisory Group Members, the President, Vice Presidents and Employees They must abide by the principles set out in this Code of Conduct and sign the UKDS Code of Conduct Agreement.
- 2.2 It is the responsibility of all individuals who make decisions on behalf of or represent UKDS, to ensure that they are familiar with, and comply with, all the relevant provisions of this Code. It sets out, clearly and openly, the standards expected and forms part of an individual's terms of appointment. Any breach of the Code will be viewed as a breach of the terms of appointment.
- 2.3 The Code complements UKDS's governing documents (Memorandum and Articles of Association, Board Terms of Reference) and any other documents which set out the responsibilities and obligations of individuals who make decisions on behalf of or represent UKDS. The Code's provisions must be observed alongside the provisions set out in these documents.

3 The Seven Principles of Public Life - The Nolan Principles

- 3.1 Although UKDS is not a public body, it receives public funds to support it to deliver its vision of *'every deaf person active and involved in sport and physical activity'*.
- 3.2 UKDS use the term deaf¹ to represent all people who are deaf, hard of hearing or have a hearing loss, whether this is acquired or from birth.
- 3.3 UKDS expects all individuals connected to UKDS including its Board Directors, Committee and Advisory Group Members, President, Vice Presidents and

¹ The term 'deaf' covers a range of definitions of deafness, including those who are profoundly deaf, have severe, moderate or mild hearing loss or are hard of hearing whether acquired or from birth. This includes the use of the terms Deaf and deaf whereby the use of a capital D in Deaf may denote those who identify as having a cultural and shared experience of being Deaf.

International Committee of Sports for the Deaf (ICSD) (who govern the Deaflympics) set their own criteria for eligibility which is a hearing loss of at least 55dB in the better ear (3 tone frequency average of 500, 1,000 and 2,000 Hertz, ANSI 1969 standard). Deaflympics GB athletes will meet this standard.

Employees to abide by the seven principles of public life - the 'Nolan Principles' - in governing their behaviour. These are:

I. Selflessness

Individuals connected to UKDS have a general duty to act in the best interest of UKDS as a whole. They should not do so to gain financial or other material benefits for themselves (apart from Employees who receive remunerated salary and benefits), their family, their friends, or the organisation they come from or represent.

II. Integrity

Individuals connected to UKDS:

- Should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role.
- As well as avoiding actual impropriety, they should avoid any appearance of improper behaviour.
- Should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement, or that may be considered as a bribe.

III. Objectivity

In carrying out their role, including making appointments (such as Employee, Director, Committee appointments), awarding contracts, recommending individuals for rewards and benefits, or transacting other business, individuals connected with UKDS should ensure that decisions are made solely on merit.

IV. Accountability

Individuals connected to UKDS:

- Have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in UKDS.
- Are accountable for their decisions and actions to the public, funders, and service users. They must submit themselves to whatever scrutiny is appropriate to their role.

V. Openness

Individuals connected to UKDS:

- Should ensure that confidential material, including material about individuals, is handled in accordance with due care.
- Should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information

- only when the wider interest clearly demands.
- Should strive to attend all meetings and prepare or give apologies to the Chair in advance.
- Should prepare fully for meetings and all work for the organisation.
- Shall actively engage in respectful discussion, debate and voting in meetings.

VI. Honesty

Individuals connected to UKDS:

- Have a duty to declare any interests relating to their Director, Committee or Advisory Group Member, President, Vice President or Employee role and to take steps to resolve any conflicts that may arise. Where private interests conflict with their UKDS duties, they must resolve this conflict in favour of their UKDS role.
- Must make relevant declarations of interest in the different circumstances and roles they play both within and outside UKDS as per the UKDS Conflict of Interest Policy.

VII. Leadership

Individuals connected to UKDS:

- Should promote and support the principles of leadership by example.
- Must respect the role of the Chair of the Board of Directors. There will be circumstances under which Directors will be working directly with UKDS staff. Guidelines for such working relationships must be clear to both staff and Directors and, when these occasions arise, the Chair and/or Chief Executive Officer should be informed in advance.

- 3.4 These Nolan Principles are set out in the UKDS Code of Conduct Agreement (see Annex A) which all Directors, Committee and Advisory Group Members, President, Vice Presidents and employees are required to sign.

4 Conflict of Interest

- 4.1 When accepting an appointment as a UKDS Director, Committee or Advisory Group Member or Employee, individuals should consider if any conflicts of interest arise from their private interests or by virtue of any other roles they hold. They must act at all times in the best interests of the organisation, as well as acting with inclusivity, integrity, in an ethical manner and in accordance with the UKDS Conflict of Interest Policy.
- 4.2 All UKDS Directors, Committee and Advisory Group Members and Employees are required to read and comply with the UKDS Conflict of Interest Policy and sign a Conflict of Interest Agreement when they become connected to UKDS.

5 Responsibilities

- 5.1 The responsibilities below apply to all individuals connected to UKDS as a Board Director, Committee or Advisory Group Member, President or Vice President.
- 5.2 Individuals:
 - 5.2.1 Should fulfil their duties and responsibilities responsibly and, at all times, act in good faith and in the best interests of UKDS.
 - 5.2.2 Should promote an inclusive and diverse culture in UKDS, help create an environment where different perspectives and backgrounds are encouraged and valued and must not act in a way that unjustifiably favours or discriminates against particular individuals or interests.
 - 5.2.3 Must not harass, bully or act inappropriately towards or discriminate towards others. Such behaviour is not consistent with what is expected of individuals connected to UKDS and will not be tolerated.
 - 5.2.4 Should respect the principle of collective decision-making and corporate responsibility. This means that, once the Board has made a decision, that decision should be supported.
 - 5.2.5 Should be committed to the welfare and safety of all participants in deaf sports, deaf athletes, UKDS Employees and Members, and see this as an integral part of their role.
 - 5.2.6 Must inform UKDS of any bankruptcy, current police investigation, unspent criminal conviction or disqualification as a company director in advance of their involvement with UKDS as part of our Fit and Proper Persons Agreement.
 - 5.2.7 Must inform UKDS of any change in their circumstances which results in them becoming bankrupt, subject to a police investigation, convicted of a criminal offence or disqualified from being a company director.
 - 5.2.8 Treat any staff employed by UKDS with courtesy and respect. It is expected that employees will show the same consideration in return.

6. Social Media

- 6.1 Social media is a public forum, and the same considerations apply to social media as it would to speaking in public or writing something for publication, either officially or in a personal capacity. When engaging with social media, individuals connected to UKDS should at all times respect confidentiality, financial, legal and personal information.
- 6.2 Where any personal social media accounts used by individuals connected to UKDS refer or link to their role in UKDS, they should take care to ensure that it is clear in what capacity they are acting.

7. Breaches of the Code of Conduct

- 7.1 A breach of the Code is an act that violates the terms set out in this policy. Importantly, that act does need to be intentional. Anyone can be guilty of a breach of conduct if they mean to do so or not. UKDS will always investigate and treat allegations of unacceptable behaviour and breaches of the Code of Conduct seriously. Action will depend entirely on the severity of the breach, the impact on the Charity or other individuals and any mitigating circumstances.
- 7.2 Any breach of the Code of Conduct by an Employee will be dealt with through the Employee disciplinary procedures as stated in the UKDS Employee Handbook.
- 7.3 UKDS will resolve agreed (by both parties) minor breaches of the Code by individuals connected to UKDS as a Board Director, Committee or Advisory Group Member, President or Vice President informally where possible through a verbal warning from the Chair of the Board. They will be notified in writing of the concerns. They will also be asked to agree it will not happen again. If the breach relates to actions of the UKDS Board Chair, the verbal warning will be issued by the Senior Independent Director (SID).
- 7.4 Where a breach cannot be resolved informally or is considered a potential major breach, a formal process will be followed. This will normally entail a full investigation of the allegations and facts by the Chair and SID before a decision to take any formal action is made. At all stages of the process, UKDS will ensure that matters are kept confidential and request the individual to do the same.
- 7.6 If the UKDS Chair and SID feel that it is necessary to take formal action, the individual who has breached the Code will be notified in writing of the breach and where relevant, will be supplied with details of any evidence UKDS will be using in the formal process.
- 7.7 The Chair/SID and two Independent Directors (a Panel of at least 3) will arrange to hold a formal meeting with the individual who has breached the Code. The individual will be given a reasonable amount of notice to attend the meeting to allow them to arrange for a Board Director to accompany them if they wish.
- 7.8 If the Panel regard a breach of the Code as potential Gross Misconduct, (see 7.16 for examples) they may suspend the individual from their role for the duration of the process. This period will be kept as short as is reasonably practical to investigate the matter, hold any necessary formal meetings and consider the outcome.
- 7.9 At the formal meeting, the Panel will outline the issue/s and give the individual ample opportunity to explain their version of the situation and also to bring any supporting evidence to the Panel's attention.
- 7.10 The Panel will consider all points that have been put forward before reaching a decision on whether any sanction is to be imposed. No decision will be made regarding any action before the Panel have had time to consider the discussion and any evidence produced at the meeting.

7.11 After the meeting has concluded the Panel will take time to consider all the evidence and will take one of the options listed below:

- i. No Action: If the Panel feel that there is no case to answer, or there is insufficient evidence to support any action or if it is felt the individual was genuinely unclear about what was expected and they agree to take remedial action, the Panel may decide it is appropriate to take no further action.
- ii. Written warning: if the Panel feel that the individual has not presented a valid reason or supporting evidence for the breach, they will issue a formal written warning.
- iii. Dismissal: if the Panel consider there has been a serious breach, or repeated breaches, of the Code of Conduct or if the misconduct is determined to be Gross Misconduct, they can be removed from office. Removal can be permanent or temporary, depending on the severity of the breach. Except for cases of Gross Misconduct the Panel will not normally proceed to removal from office for a first offence.

7.12 Board Directors, Committee or Advisory Group Members, President or Vice Presidents can be removed from office by passing a resolution at a general meeting of UKDS, provided the meeting has invited his or her views and considered the matter in the light of such views;

or

by passing a resolution that he or she be removed from office at a meeting of the Directors at which at least half of the Directors are present. Such a resolution shall not be passed unless he or she has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of either (at his or her option) being heard by or of making written representations to the Directors.

7.14 They will be notified, in writing, of the decision. The timescale will depend upon the complexity of the situation, however, this will normally be no more than 7 calendar days after the Panel meeting has taken place, unless there is good reason why this cannot be so. The letter will outline the reasons for the decision made and the level or nature of the sanction imposed. It will also name the person to whom they should address an appeal to, should they wish to do so.

7.15 If they feel they have been treated unfairly or that the sanction imposed was too heavy or unfairly administered, they have the right of appeal. They should write to the person detailed in the outcome letter, within 7 calendar days of the date of the letter, outlining their grounds for their appeal. They should clearly state their reasons why they believe the original decision was unfair. UKDS will then arrange to hear their appeal, normally no more than 14 calendar days after receipt of their letter of appeal. UKDS will notify them in writing of the decision, normally within 14 calendar days of the hearing.

7.16 Examples of Gross Misconduct of the Nolan Principles include:

- Fraud.
- Bullying.
- Threatening behaviour or language.
- Acceptance or administration of gifts or hospitality etc. without prior permission from UKDS.
- Bribing or attempting to bribe another individual, or personally taking or knowingly allowing another person to take a bribe.
- Any act or omission which could cause the reputation or integrity of UKDS to be compromised or bring UKDS into disrepute.
- Unauthorised use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure.

This list is neither exhaustive nor prescriptive in the level of sanction which may be imposed. The above categories are guidelines only and a higher or lower level of disciplinary action may be imposed, dependent upon the circumstances.

Annex A: Code of Conduct Agreement

UK Deaf Sport (UKDS) expects all individuals connected to UKDS including its Board Directors, Committee and Advisory Group Members, President, Vice Presidents and Employees to abide by the seven principles of public life - the 'Nolan Principles' - in governing their behaviour and actions.

This Code of Conduct Agreement sets out the seven principles which are:

i. Selflessness

- Individuals connected to UKDS have a general duty to act in the best interest of UKDS as a whole. They should not do so to gain financial or other material benefits for themselves (apart from Employees who receive remunerated salary and benefits), their family, their friends, or the organisation they come from or represent.

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I, the undersigned, confirm that I have read and understood the UKDS Code of Conduct Policy. I shall act in accordance with my responsibilities and shall comply with the requirements as stated in the Policy and this Code of Conduct Agreement to the best of my ability.

Signed:

Name:

Date