



**ACTIVE  
HUMBER**

## **Code of Conduct for Board Members, Staff and Volunteers**

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| <b>Date of review</b>                              | March 2025               |
| <b>Date of next review</b>                         | March 2027               |
| <b>Policy owner /<br/>Lead member of<br/>staff</b> | David Gent, CEO          |
| <b>Policy area</b>                                 | <i>Company and Board</i> |

## **Vision, Mission and Values**

Our vision for the Humber is that it is a place where everyone, every day, is physically active for themselves, their communities and the planet. We wish to see across the Humber, participation for inactive people and underrepresented groups, regardless of age, background or ability, feels able to easily take part in physical activity and sport, especially those who, for whatever reason, are not currently active.

Our mission derives from the Sport England strategy 'Uniting the Movement'; that is that we will successfully deliver the role Active Partnerships as A Sport England system partner, in the Humber. We will harness the power and passion of people in public, private and voluntary organisations across the Humber, to make the Humber a much healthier place to live and work through regular physical activity and sport.

Throughout all our work, we will achieve our vision by employing our values of:

- **Integrity** – we will be honest, dependable and trustworthy and strive to apply this in our relationships with co-workers, partners and stakeholders.
- **Cooperation** – we will work together as a team and with our partners with contagious enthusiasm for the achievement of our shared goals.
- **Excellence** – We will be passionate about our work, creative in our execution and continually learning and improving the ways in which we work in pursuit of excellence.

## **Code of Conduct**

Our Code of Conduct requires our board members, employees and volunteers to have the highest standards of conduct, to ensure their behaviour and actions meet the values expected and contribute to the achieving our vision.

**Everyone must conduct themselves in a fair, honest, impartial and transparent manner.**

Our Code of Conduct requires board members, employees and volunteers to:

1. Be professional in how we operate internally and externally
2. Treat all individuals with respect, always

3. Make a positive contribution to Active Humber
4. Uphold public trust in Active Humber and maintain high standards of ethics and behaviour, throughout any dealings for, or on behalf of the organisation.
5. Challenge inappropriate behaviour or practices, and refer any concerns regarding inappropriate, or potentially unlawful, ways of working.
6. Endeavour to explore new and improved ways of delivering our vision.

## **Professional standards**

As representatives of Active Humber, all colleagues are expected to demonstrate professional standards and behaviours that underpin our vision, mission and values. To this end all colleagues should:

1. Dress appropriately, ensuring a professional image is presented. All clothes should be clean, in a good state of repair and appropriate to the circumstances or task.
2. Display high standards in language, manner, punctuality, preparation and presentation to ensure that those interacting with representatives of Active Humber have a positive experience.
3. Carry out activities with the highest regard for the health and safety of employees, volunteers, participants and the public. Ensuring, where appropriate, risks have been assessed.
4. Have due regard for Health and Safety at Work legislation and contribute to safe, productive work environment. Violence or threats of violence will not be tolerated.
5. Not report to work under the influence of alcohol or drugs. Alcohol should not be drunk whilst undertaking work for Active Humber (this includes evening events).
6. Notify the Chair or the CEO of any conflicts, or potential conflicts of interest.

## **Equality and Diversity**

Active Humber seeks to ensure that sport, physical activity and recreation across the Humber area is both safe and inclusive and that it's work environment is supportive and one where individual respect is shown to all. All board members, employees and volunteers will be supported to perform to their full potential.

Active Humber is committed to eliminating discrimination and encouraging diversity and inclusion within our workforce, in the partnerships we support and in the delivery of high quality sporting activities and programmes. All board

members, employees and volunteers are expected to demonstrate this commitment in the work, or the role, they undertake for Active Humber.

## **Dignity at work**

Active Humber is committed to ensuring that everyone can work without fear of harassment, bullying or intimidation and is treated with respect. All members of the board, staff and volunteers have a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment. Active Humber will act against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened.

## **Safeguarding and Child Protection**

Active Humber is committed to safeguarding and protecting children, young people and vulnerable adults. To this end all board members, employees and volunteers are expected to respect the rights, dignity and worth of children, Young People and Adults at Risk and ensure that they are familiar with safeguarding best practice guidelines and procedures, should their role involve working, or interacting, with these groups.

At all times relationships with Children, Young People and Adults at Risk should be rooted in mutual respect and observe proper, appropriate boundaries.

Where a board member, employee or and volunteer is arrested in relation to criminal activity with Children, Young People or Adults at Risk they must verbally notify the Chair or CEO or the designated Safeguarding Lead as soon as possible. In such instances, the appropriate course of action will be determined in accordance with Active Humber's Safeguarding Policy.

## **Confidentiality and Data Protection**

Board members, employees and some volunteers may have good reason to have personal, or sensitive data regarding clients or others involved in the delivery of Active Humber's vision. All colleagues are expected to ensure that confidentiality is respected, data is retained only for its specific purpose and any information is confidentially destroyed. This extends to data in all forms (e.g. electronic, paper, portable devices).

It is an individual's responsibility to ensure they handle all personal data appropriately and confidentially and making every effort to ensure data is kept safe and secure. Colleagues should always be vigilant to the potential of a data breach. Please refer any concerns to the CEO as soon as possible.

## **Links with Sports Clubs and Other Voluntary Organisations**

In cases where colleagues or their immediate family are members, officers, or otherwise involved in a personal capacity with organisations making a grant application to Active Humber, colleagues should notify their immediate line manager, as soon as possible, of the nature of involvement with the organisation. The application will be scrutinised independently to ensure that the offering of a grant is appropriate.

## **Raising a concern**

If you have a concern about something you have witnessed at work that relates to standard or practices, the treatment of others, behaviours of other employees or volunteers, partners or contractors, health and safety or is a practice that you think breaks the law, you can raise a concern without fear of recrimination by following the Active Humber Whistleblowing Procedure.

## **Breaches of this code**

This code of conduct has been drawn up to provide a source of guidance to Active Humber board members, staff and volunteers. It is not a contractual document and can be amended at any time. All staff must comply with both the provisions of this code and the policies and procedures of Active Humber, breaches will be taken seriously and may result in disciplinary action.

## **Where to find information on the Active Humber policies and procedures**

A full list of all the Active Humber policies and procedures can be obtained from the CEO. If you are in any doubt of your responsibilities, or have queries on any area of this code, please contact the CEO for further information.