

Code of Conduct Policy

1. Introduction

- 1.1 It is important that all colleagues know the standard of conduct and behaviour that is expected of them. This document therefore provides guidance for colleagues. Colleagues are required to abide by Sport England's rules, policies and procedures and are expected to conduct themselves in a satisfactory manner, observing high standards of propriety at all times.
 - 1.2 All colleagues are required to complete a Declaration of Interest Form before commencing their employment and to update this when prompted to do so or when there has been a significant change in circumstances. This declaration will be reviewed by the Audit and Risk Manager and retained on the colleague's personnel file. This declaration seeks to demonstrate that any possible conflicts of interest are appropriately identified and addressed.
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2. Scope

This policy will be applied consistently in relation to all colleagues regardless of gender, gender reassignment, marital or family status, age, disability, ethnic origin, creed, religion or philosophical belief, sexual orientation, Trade Union membership or any other condition or requirement which cannot be shown to be justifiable.

3. Dress Code

- 3.1 When working in the office, colleagues are expected to adhere to Sport England's dress code which is smart – casual.
 - 3.2 When working outside of the office, colleagues are expected to dress appropriately for the work they are undertaking and the people they are coming into contact with – Sport England logo sports clothes are provided for those staff who are expected to work in an active sport environment.
 - 3.3 Colleagues are expected to, as representatives of Sport England whether inside or outside of the organisation, demonstrate a professional image at all times; choosing appropriate clothes for the circumstances is a key part of this.
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4. Soliciting and Support of Lottery Applications

Colleagues may become involved in discussions on scheme development at the stages before they form the subject of a Lottery grant application but must not, under any circumstances, actively invite an application, nor give an indication of the likely outcome of any such application.

5. Disclosure

- 5.1 Colleagues must not use their position as a Sport England employee or secondee to further their private interests.
- 5.2 Great care must be taken with all information, the way in which it is communicated. All information must be securely stored.
- 5.3 All colleagues owe Sport England, as their employer, a duty of confidentiality, and must protect official information which is held in confidence.
- 5.4 Confidential information gained through work with Sport England must not be passed on to any others, in any manner whatsoever, without prior written permission.
- 5.5 Any colleague who is in doubt about the application of their duties and obligations to particular activities or situations relating to the use of information obtained in the course of official duties should always consult their Line Manager.
- 5.6 Any colleague using a computer or microfiche to process personal data must comply with the Data Protection Act 1998 ([Data Protection Policy](#)) and Sport England's Data Protection and Email and Internet Use Policies.

6. Child Protection

Sport England is committed to safeguarding and protecting children and vulnerable adults in sport and as such designated roles within the organisation that involve significant and regular contact with children and vulnerable adults or have line management responsibility for colleagues in regular direct or supervisory contact with children and vulnerable adults are subject to a Criminal Records Bureau Enhanced Disclosure. Sport England colleagues also have a duty to respond appropriately and promptly to any disclosure, suspicion and/or allegations of concern about a child or vulnerable adult that are received. For further details refer to Sport England's Safeguarding and Protecting Children Policy.

7. Involvement in Legal Proceedings

Any colleague who is arrested on any charge and refused bail or who is convicted by a court of any criminal offence (except a traffic offence for which the penalty has not included imprisonment or the suspension of driving licence) should arrange for the Head of Human Resources and Development to be notified orally as soon as possible. No further action will be taken by Sport England unless the involvement in legal proceedings is related to children or vulnerable adults (in the case of colleagues occupying designated roles for which a CRB Disclosure is required or the involvement in legal proceedings is related to the colleague's job and/or damages the reputation of Sport England. In such instances, the appropriate course of action will be determined in accordance with Sport England's Disciplinary Policy.

Colleagues occupying roles that are subject to a Criminal Records Bureau Disclosure MUST notify the Head of Human Resources and Development orally at the earliest opportunity if they are arrested on any charge and refused bail or convicted by a court of any criminal offence. No further action will be taken by Sport England unless the involvement in legal proceedings is related to children or vulnerable adults or the colleague's job and/or damages the reputation of Sport England. In such instances, the appropriate course of action will be determined in accordance with Sport England's Disciplinary Procedure.

8. Security

- 8.1 Managers are responsible for the oversight of security of information in their particular area.
 - 8.2 All records, in particular those containing sensitive information, must be protected by being within lockable areas, and must be stored securely during, or at the end of, the working day.
 - 8.3 Records should always be kept of any files withdrawn, including the name of borrower and date of issue.
 - 8.4 Information from, or regarding classified records, should not be given over the telephone, even to the originating department. All requests should be in writing or in person.
 - 8.5 Any requests for information on current, or past, employees must be referred to the Human Resources Team.
 - 8.6 Care should be taken in the information handled by agency or short term colleagues, in particular classified papers.
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9. Additional Responsibilities

9.1 Media and Publications

All media enquiries should be directed to the Communications Team or Regional Director unless prior approval has been sought from the Chief Executive.

9.2 Directorships, Trusteeships

These positions should not be accepted. Where some representation is considered necessary (for example, in order to protect Sport England investment of grant aid), observer status should be sought. When the holding of an office is considered to be the only available method of fulfilling Sport England objectives, specific permission should be sought from the Chief Executive.

9.3 Unincorporated Associations

Similarly, colleagues should not accept positions with unincorporated associations, responsible for organising events or activities. Any representation considered necessary should be as an observer. Permission for this should be sought from the Department Manager.

9.4 Statutory Organisations

Colleagues may accept positions with statutory authorities, if this is in furtherance of Sport England objectives. Permission should first be sought from the appropriate Director.

9.5 Governing Bodies of Sports

Colleagues should not accept executive positions with Sports Organisations, including but not limited to, National Governing Bodies of Sport (at national, regional or county level), other National organisations focussing on sport (eg sports Equity organisations, scUK, ISPAL etc) County Sports Partnerships and Sports Clubs. Colleagues may, however, accept honorary positions with these bodies. It is recognised that individuals will, from time to time, undertake roles with governing bodies as part of normal work programmes in the furtherance of Sport England objectives.

9.6 Remunerative Occupations outside Sport England

Generally speaking, colleagues should not undertake remunerative occupations outside Sport England. This prohibition applies specifically to outside employment or commissions calling for the use of skills that are deployed in the colleague's normal work within Sport England. Cases will, however, be considered on an individual basis by the Chief Executive on recommendation by the colleagues line manager.

9.7 Sports Club 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 Sport England, the following procedures should be followed. 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.

9.8 Posts with Professional Bodies

Colleagues may occupy positions with professional bodies, either on a personal basis, or because of their position with Sport England.

9.9 Political Activities, National and Local Government and Parliamentary Candidature

Colleagues may wish to become involved with national or local politics. There are detailed rules issued by the Civil Service on which activities colleagues might undertake. In the first instance colleagues should consult the Human Resources Team for detailed guidance.

9.10 Other Representations

Colleagues may wish to undertake other representations with statutory or voluntary organisations, or accept appointment as a Justice of the Peace. In these cases details should be submitted to the Chief Executive for consideration on the recommendation of line managers.

If any of the positions referred to in Section 8 are approved they should be registered with the Audit and Risk Manager.

10. Giving and Receiving of Gifts and Hospitality

Sport England has strict rules regarding the receipt of gifts and hospitality and is committed to the highest standard of openness, probity and acceptability. Please refer to the Gifts and Hospitality Policy for full details.

11. Breaches of Rules

- 11.1 Disciplinary action will be taken against any colleague who breaches the above rules or any other of Sport England's rules or policies and procedures.
- 11.2 Disciplinary action will also be taken if the conduct or behaviour of a colleague is considered to be unacceptable in any other respects.
- 11.3 The action taken will depend on the colleague's previous record and/or the gravity of the offence. Full details can be found in the [Disciplinary Policy](#).