**Pro-bono Fund Service Charter and Code of Conduct**

# Commitment from the Collaborators

The Collaborators (Sport England, UK Sport, the Sport and Recreation Alliance , Sport Wales and Sport Northern Ireland) who manage the pro-bono legal fund will:

* treat you with courtesy and respect;
* answer your communications;
* make it clear what we can and cannot do.

# Your responsibilities as service users

We ask you to treat the employees of the Collaborators and the legal panel framework firms with courtesy and respect.

If we consider your behaviour to be unacceptable, we will explain why we find the behaviour unacceptable and ask you to refrain from behaving in this way. We define unacceptable behaviour as behaviour that is abusive, threatening, lewd, intimidating, discriminatory or otherwise inappropriate. We reserve the right for the staff member or legal panel firm lawyer to make a written note of any instance of unacceptable behaviour.

If the behaviour we consider to be unacceptable continues, the Collaborators may have to stop the legal panel firm dealing with the project as we recognise the right of our employees and the firms not to be subjected to unacceptable behaviour.

If you do not adequately outline the scope of your project then your assigned lawyer will reserve the right to have your application reviewed which may result in the project being terminated and/or not completed in full.

If your project evolves as the lawyer is helping you they will inform you and you will be given the option of paying the lawyer for the additional work required outside the scope of your original project or just completing the original project. It will also be up to the firm if they wish to offer you any further options for dealing with a project which has evolved.

Should you form a relationship with the lawyer and firm during your project you are free to contact them in the future for projects that you do have a budget for. If you require further pro-bono assistance then you must refrain from contacting the firm directly and instead direct your need back to the Legal Panel Framework pro-bono pot.

# Equal Opportunities

The Collaborators wholeheartedly supports equal opportunities and oppose all forms of discrimination on the basis of race, gender, sex, sexual orientation, marital status, nationality or national origin, colour, disability, religious convictions or beliefs, or age. The Collaborator’s policy is that no person wishing to make use of the legal panel framework probono fund will be disadvantaged on any of those grounds.