



## Precision Target and shotgun shooting for the Physically Disabled

Disability Shooting Great Britain Ltd., Stoke Mandeville Stadium, Guttman Road, Aylesbury. HP21 9PP.

Web Site: DTSGB.org.uk

# Standards of Conduct

## Definitions

For definitions of words and meanings refer to Disability Shooting Great Britain

STANDARD DEFINITIONS.

## Introduction

The Company expects all team members to be scrupulously impartial and honest in all affairs relating to the Company and their job within it. All team members also bear a responsibility to act as ambassadors for the Company in terms of their general conduct both within and outside the organisation. This policy outlines the responsibilities, duties and standards of behaviour that the Company expects all team members to abide by whilst working with or for the Company.

The following list identifies some, but not all, of the responsibilities, duties and standards of behaviour. Team members should be aware that some of the items listed are required by Law :

- To comply at all times with all the Policies and Procedures approved by the Company and contained in the Disability Shooting Great Britain Ltd., Governance Package.
- To abide at all times with all Range safety regulations.
- To be ready and willing to work for the benefit of the Company;
- To offer their services personally: for example not to subcontract the work for which they are expected to undertake themselves;
- To take reasonable care in the exercise of any service required or promised, including the duty to be competent and to take care of the Company's property;
- To not wilfully disrupt the Company's business;
- To obey reasonable orders as to the time, place, nature and method of any service;
- To work only for the Company in the Company's time;

- To disclose information to the Company relevant to the Company's business: for example any information that may be known or discovered that may enhance or damage the Company's business;
- To hold solely for the Company the benefit of any invention relevant to the business on which the Company is engaged;
- To respect the Company's trade secrets;
- In general, to be of good faith and do nothing to destroy the trust and confidence necessary for engagement with the Company;
- To account for all benefits – monetary or in kind - received in the course of ones association with the Company
- Not to give or receive bribes or otherwise act corruptly
- To indemnify the Company for loss caused as a direct result of the negligent actions of the team member or their failure to comply with the responsibilities, duties and standards of behaviour set forth in this policy.

United Kingdom Statute places further responsibilities on individual in regards to their own behaviour and their behaviour towards other persons working with the Company.

The responsibilities, duties and standards of behaviour towards the Company and others are embodied in Common Law and built on by Statute e.g. the Equality Act 2010, The Health and Safety at work Act, The Prevention of Corruption Acts 1906 and 1916 etc. the Bribery Act 2011, the Equality Act and the safeguarding of children and vulnerable adults.

## STANDARDS OF BUSINESS CONDUCT

### Introduction

The Company expects its team members to be impartial and honest in all affairs relating to the Company. All team members are expected to act as ambassadors for the Company in relation to their general conduct both within and outside the organisation.

### Standards of Conduct required from all those associated with the Company

#### **Bribery** (*also see Fraud and Bribery document*)

**If there is any conflict between the following and the general guidance given in the Bribery Policy and Ministry of Justice guidance notes the requirements of the Bribery Policy and the Ministry of Justice**

**guidance notes shall take precedence.**

If team member bribes (or attempts to bribe) another person, intending either to obtain or retain business for the Company, or to obtain or retain an advantage in the conduct of the Company's business or to gain an advantage for one team member against another by either using material assets or mental pressure this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe as outlined above will be considered gross misconduct. In these circumstances the team member will be subject to formal investigation under the Company's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

## Gifts and Hospitality

All team members should ensure that gifts and hospitality offered by suppliers and potential suppliers of goods and services to the Company are declined unless the team member has written permission from the the CEO or, in the case of team member who are part of the World Class programme, the Performance Director, to accept such gifts or hospitality.

## Attendance at hospitality events

Where it is evident that the work of the Company will be facilitated, invitations to attend receptions, luncheons may be accepted under the following rules:

- No team member may accept an invitation without first obtaining the approval of the CEO or, in the case of team member who are part of the World Class programme, the Performance Director;
- In exceptional circumstances, where it is not possible to seek prior approval, the facts should be reported immediately afterwards;
- If addressed personally, such an invitation may not be transferred to another team member except with the consent and approval of the CEO or the Chair of any subsidiary company, in the case of team member who are part of the World Class programme, the Performance Director and with the concurrence of the party issuing the invitation;
- Invitations involving attendance outside normal working hours may be accepted only on the authority of the CEO or, in the case of team member who are part of the World Class programme, the Performance Director;
- As a general rule, any team member who has any doubts about the wisdom of accepting any hospitality should decline the offer.

## General Conduct

All team members should at all times conduct themselves in such a way as to enhance the reputation of the Company.

These standards of conduct are intended to underpin and clarify standards required by the Company of its team members and form a fundamental part of the contract between the team member and the Company. Team members who fail to comply with the guidance detailed in this Policy may be subject, following a full investigation, to disciplinary action up to and including dismissal. If through their actions or omissions team members are found to be in contravention of either this Policy or, indeed, their legal responsibilities then the Company reserves the right to take legal action if it deems it to be necessary to do so.

## Confidentiality

At all times confidentiality must be maintained. No information may be released to unauthorised persons or organisations. The CEO or any Chair of any committee will inform team members of those outside the company who are authorised to receive information.

If doubt exists as to the validity of an organisation or individuals to receive Company information, this must be checked with the CEO or Performance Director.

## Outside Interests and Employment

Outside interests include directorships, ownership, part ownership or material shareholdings in companies, business or consultancies likely to seek to do business with the Company must be declared to the CEO as should the interests of a spouse / partner or close relative.

## Political and civic activities

It is not the intention of Company, or this policy, to dissuade team members from participating actively in public duties. It is important, however, that by doing so there is no suggestion to a third party that the team member is acting on behalf of, or with the support of, the Company. To avoid any misunderstanding, no team member should permit his or her company affiliation to be noted in any outside organisation's materials or activities without the express written approval of the CEO or the Performance Director.

**Disputes with regard to the interpretation of any part/s of this Policy or any other policy and/or Guidance Note published by the Company.**

In the event of any dispute over the interpretation of any part of this policy or any other policy and/or Guidance Note approved and published by the board of the Company the decision of the Board of the Company shall be final and binding on all team members.

This statement does not infringe any statutory rights a Team member may have in questioning the validity of a decision taken by the Board of the Company.