



fitmumsTM
and friends

Codes of Conduct Policy

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Produced by	Sam Barlow – Chief Officer
Reviewed by	Sue Lee - Trustee

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1. Background

Fitmums and Friends abides by the Codes of Conduct set out by UK Athletics (UKA) and the Home Country Athletics Federations (HCAF). These Codes of Conduct set out national standards of conduct which Fitmums and Friends adopts for the purposes of all our local clubs, coaches, officials, volunteers and athletes involved in activities organised by this charity.

This policy is based on the **2021 revised codes** and takes account of developments in national policy, guidance and practice. Every local Fitmums and Friends club, club member and anyone undertaking a relevant role must agree to abide by the codes of conduct either when they join Fitmums and Friends.

2. Purpose

The purpose of a code is to clarify:

- what behaviours are acceptable and unacceptable
- the standards of practice expected
- the basis for challenging and improving practice.

The codes are therefore a guide for individuals and clubs to think about, and monitor, how they, and others, conduct themselves in their roles. The codes let everyone know what they can expect from the club, coaches and volunteers, but also what standard of behaviour is expected from club members, athletes and parents/carers.

The codes are a tool for continuous improvement. They can be used prior to or during training sessions, at club or team meetings, and must form part of new member inductions, and at annual renewal of membership.

The codes are an important part of monitoring and improving the behaviour and practice of its members. When a club member does not meet the expectations set out in the codes, disciplinary or performance management action may be taken by the club. Adopting and communicating clear codes of conduct is an important element in delivering the standards for child wellbeing and protection in sport.

3. Codes of Conduct

Each Code of Conduct is listed below with an explanation as to how they are shared with the relevant people. Click on the link below each heading to see the detail relating to each Code of Conduct.

3.1 Senior Athletes Code of Conduct

[UK Athletics and HCAF Senior Athletes Code of Conduct \(englandathletics.org\)](http://englandathletics.org)

Members are advised about this Code of Conduct upon joining and are reminded at renewal time via initial membership and renewal email.

3.2 Parent/Carers Code of Conduct

[UK Athletics and HCAF Parent and Carer Code of Conduct - \(englandathletics.org\)](http://englandathletics.org)

Parent/Carers are advised about this Code of Conduct upon becoming a member via an automated welcome email and are also reminded at renewal time via the renewal receipt email. Prior to becoming a member (three trials before membership required) Parent/Carers are made aware via trial registration email.

3.3 Children and Young People Code of Conduct

CHILDREN AND YOUNG PEOPLE (UNDER 18 YEARS)

Children and young people have their own codes of conduct and should be clear about Fitmums and Friends expectations in terms of acceptable behaviour and conduct.

[UK Athletics and HCAF Children and Young People Code of Conduct - \(englandathletics.org\)](http://englandathletics.org)

This Code of Conduct is shared with Parent/Carers upon registering for a trial, their child becoming a member and are also reminded at renewal time via the renewal receipt email.

3.3 Coaches Code of Conduct

[UK Athletics and HCAF Coaches Code of Conduct \(englandathletics.org\)](http://englandathletics.org)

All members of Coaching Teams and Leaders are made aware of this Code of Conduct on induction. In addition, when this policy is updated/reviewed an email is sent to all Leaders and members of Coaching Teams to alert them to an update – to remind them of the importance of this code.

3.4 Volunteer Code of Conduct

[UK Athletics and HCAF Volunteer Code of Conduct \(englandathletics.org\)](http://englandathletics.org)

All Volunteers are made aware of this Code of Conduct on induction.

3.5 Club Welfare Officer Code of Conduct

[UK Athletics and HCAF Club Welfare Officer Code of Conduct - \(englandathletics.org\)](http://englandathletics.org)

All Club Welfare Officers are made aware of this Code of Conduct on induction by the Overarching Welfare Leads (OWLs).

Club Safeguarding Code of Conduct

[UK Athletics and HCAF Club Safeguarding Code of Conduct \(englandathletics.org\)](http://englandathletics.org)

This is shared with all members on joining via automated email, on renewal receipt email and with all volunteers at induction.

3.7 Technical Officials Code of Conduct

[UK Athletics and HCAF Technical Officials Code of Conduct \(englandathletics.org\)](http://englandathletics.org)

All Technical Officials will be made aware of this Code of Conduct on induction upon starting their training.

4. Employee Code of Conduct

Our Employee Code of Conduct outlines our expectations regarding employees' behaviour towards their colleagues, supervisors, members and the overall organisation.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

Scope

This code of conduct applies to all our employees regardless of employment agreement or rank. Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Should not misuse company equipment, or use it for any other purpose than that for which it was intended.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.
- Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

Professionalism

All employees must show integrity and professionalism in the workplace:

Personal appearance

All employees must follow our dress code and personal appearance guidelines.

Corruption

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

Job duties and authority

All employees should fulfil their job duties with integrity and respect toward members, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' /supervisors instructions and complete their duties with skill and in a timely manner. We encourage mentoring throughout our organisation.

Absenteeism and tardiness

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.

Conflict of interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Communication

All employees must be open for communication with their colleagues, supervisors or team members.

Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

Policies

All employees should read and follow our company policies. If they have any questions, they should ask their supervisor.

Disciplinary actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation. Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

Detail of Policy Reviews

Date	Reviewed by	Reason for review	Equality Impact Assessment	Club review
June 2020	Sue Lee – Trustee	Creation of policy	June 2020	N/A
April 2022	Sue Lee - Trustee	Annual Review	April 2022	N/A