



Pentland Canoe Club

Code of Conduct

Issue	Date	Summary of revisions
1	24/02/2024	Initial version approved

Declaration

The Pentland Canoe Club hereby adopts and accepts this Code Of Conduct

Signed: *Gary Youngson* Date: 21 May 2024

Name: Gary Youngson Position: Chair

Signed: *Ken Nicol* Date: 21 May 2024

Name: Ken Nicol Position: Secretary

**Original Signed and Filed with
the Club Secretary**



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Introduction

The purpose of the Code of Conduct is to create and maintain an environment in which members, staff and volunteers can go about the Club's activities free from discrimination, harassment, bullying and other unacceptable behaviour.

This document should be read in conjunction with the Pentland Canoe Club Constitution and Operating Procedure (Governance & Management).

The Code of Conduct

- Sets out the standards required by Pentland Canoe Club as a condition of membership, employment or appointment.
- Applies to all members, employees and volunteers, irrespective of their membership type, job or appointment.
- Is intended to guide behaviours in the sport and to remind all involved in the sport and the Pentland Canoe Club not to take any action that could impact on or harm the sport or the Pentland Canoe Club its members or the general public.

Members/Employees/Volunteers are expected to exercise their own judgement (which should be made in such a way as to be reasonably justified) to meet the requirements of the code and seek advice if in doubt.

You Should:



- Respect the rights, dignity and worth of others without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race, ethnic origin, nationality, colour, socioeconomic status or sexual orientation.
- Treat others with respect so that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.
- Conduct yourself with consideration for the safety, comfort and welfare of others.
- Behave with discretion when discussing individuals and avoid publicly criticising them in a way which they may find demeaning.
- Abide by other applicable policies of the governing body of the sport.
- Respect the opinions and decisions of those in a position of leadership and/or responsibility.
- Report discrimination in whatever form it takes.
- Shall promote the reputation of the sport in Scotland and take all possible steps to prevent it from being brought into disrepute.

You Should Not:

- Behave in any way which involves or could be construed as abuse of any kind, whether it be sexual, physical, emotional, neglectful or bullying.
- Disclose or authorise to be disclosed, or use for personal gain or to benefit a third party, confidential information except with the permission of the Pentland Canoe Club, or as required by Legislation.
- Misrepresent or withhold information relating to Pentland Canoe Club activities, systems or services (unless lawfully bound by a duty of confidentiality not to disclose such information), or take advantage of the lack of relevant knowledge or inexperience of others.
- Publish, or cause to be published, comments about any ongoing Pentland Canoe Club disciplinary process.



- Do anything which adversely affects the sport in Scotland or the Pentland Canoe Club.

Conflict of interest

All Trustees of the Pentland Canoe Club have a duty to act in the best interests of the Pentland Canoe Club and our beneficiaries when making decisions.

As Trustees you will need to avoid any conflicts of interest or loyalty (actual and perceived) between the interests of the Pentland Canoe Club and your own personal, professional, and financial interests. Interests that must be declared include dealings with the Pentland Canoe Club by themselves and/or by parties with whom they are connected or associated including families.

Examples of a conflict of interest include:

- A Trustee who is employed by another organisation, competing for the same funding/contracts.
- A Trustee who has a financial interest in a business that may do work or provide services for our organisation.
- A Trustee who may personally benefit from the decisions of the Trustees
- A Trustee who is associated / member of an organisation that might benefit from the decisions of the Trustees

Each Trustee will record details of any conflict of interest when they are appointed. The Pentland Canoe Club [Register of Interests](#) will be updated annually.

Declaration of conflict of interest will be a standard agenda for meetings of the Trustees.

Trustees will identify and disclose any conflict of interest at the start of a meeting, or if a conflict arises during discussions. The trustee will then withdraw from the discussion, and not take part in the decision/vote.

The disclosure of a conflict of interest and the actions taken will be noted in the minutes.



Breaches of the Code of Conduct

Any breach of this Code of Conduct should be notified to the Pentland Canoe Club Secretary who will raise with the Board of Trustees. The Pentland Canoe Club Board of Trustees shall be entitled to take such steps as they see fit to monitor compliance and/or investigate any alleged breach of this Code of Conduct and all members, clubs and associates shall cooperate with the same. Any alleged breach will be considered under the Pentland Canoe Club grievance procedures (see Pentland Canoe Club constitution for details).