



SPÓRT ÉIREANN
SPORT IRELAND

Galway Sports Partnership

Steering Group

Code of Conduct

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Introduction

A code of conduct defines the **standards of behaviour** expected of Steering Group members in order to ensure that:

- the Partnership is effective, open, and accountable;
- members have productive and supportive relationships with each other and employees and other persons who interact with the Partnership

The Code of Conduct for Steering Group Members should apply to all volunteers within the Partnership and should be shared with new volunteers as soon as they agree to take on a volunteering role in the organisation.

The Steering Group of the Partnership will review the Code of Conduct for Volunteers at 3-year intervals or as appropriate.

Purpose

The purpose of the Code of Conduct for Steering Group Members is to set out standards of behaviour expected from members of Galway Sports Partnership (GSP) Steering Group (SG). All members should ensure that they have read and comply with this Code of Conduct.

Expectations

Members should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in the Constitution of GSP to a satisfactory standard;
- Performing their role to the best of their ability in a safe, efficient, and competent way;
- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material, or devices, containing confidential information and at the end of their involvement with GSP returning any such documents, material in their possession;
- Following the Partnership's GDPR protocols, all other policies and procedures as well as any instructions or directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect , embracing all community groups and ethnicities in the support of the mission ,vision and community engagement of the work of GSP
- Raising concerns about possible wrongdoing witnessed by the Member in the course of the Member's role with Galway Sports Partnership with GSP Coordinator
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- Acting in a way that is in line with the purpose and values of the Partnership and that enhances the work of GSP;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health, and welfare of other people in line with training provided to members;
- Reporting any health and safety concerns;
- Directing any questions regarding GSP's policies, procedures, support, or supervision to GSP's Coordinator;
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with GSP's grievances procedures
- Declaring any interests that may conflict with their role or the work of the Partnership. If any doubt arises as to what constitutes a conflict of interest, members may seek guidance from GSP Coordinator;
- Seeking authorisation before communicating externally on behalf of GSP;

- Disclosing the fact that they have been charged with or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to GSP's Coordinator.¹ For the avoidance of doubt, members are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to GSP.

Members are expected NOT to:

- Bring the Partnership into disrepute (including through the use of email, social media, and other internet sites, engaging with media etc.);
- Seek or accept any gifts, rewards, benefits, or hospitality in the course of their role;
- Accept gratuities with a greater value of €50 in the course of their role (eg. thank-you gifts, one for all vouchers, chocolates etc.)
- Provide a false or misleading statement, declaration, document, record or claim in respect of GSP, its volunteers, employees or GSP SG members;
- Engage in any activity that may damage GSP's property;
- Take unauthorised possession of GSP's property;
- Improperly disclose, during or after their involvement with GSP ends, confidential information gained in the course of their role with GSP.

Where a member is found to be in breach of the standards outlined in this Code of Conduct or any of GSP's other policies and procedures this may result in the member's position being terminated. The procedure to progress any investigation of an alleged breach will be determined by the membership Steering Group should it arise.

Members acknowledge that no employment relationship is created in the context of their role with GSP.

¹ In seeking information from volunteers about criminal convictions (or the fact that they have been charged with an offence or given the benefit of the Probation of Offenders Act 1907 (as amended)) charities should comply with data protection law and be aware of the limitations on the circumstances in which it is possible to process such information (e.g., see section 55 of the Data Protection Act 2018). It is also important that charities have due regard to the provisions of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended). If a charity has any doubt about its rights and responsibilities in this regard, it should obtain legal advice.

Review

The SG of the Partnership will review the Code of Conduct for Steering Group members at [3]-year intervals or as appropriate. GSP’s Coordinator and GSP SG Chair are responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including Partnership SG members, are expected to facilitate this process.

By signing the below, you are agreeing to adhere to the Code of Conduct for Galway Sports Partnership Steering Group as laid out above.

Signed

Name

Date