



Code of Conduct

This Code of Conduct applies to British Gymnastics Foundation volunteers, ambassadors and anyone working or presenting on behalf of the British Gymnastics Foundation. It highlights British Gymnastics Foundation's (the Foundation) expectations of personal and professional conduct. The expectations are defined within **Five standards** and the **Code of Conduct Acknowledgement**.

1. Professional
2. Delivery
3. Communication
4. Administration
5. Practice
6. Code of Conduct Acknowledgement

1. Professional Standards

- 1.1 Comply with British Gymnastics Foundations' policies, procedures, and guidelines
- 1.2 Abide by safeguarding best practice guidelines for children, young people and adults at risk
- 1.3 Show commitment towards actively promoting and delivering equality
- 1.4 Ensure that there is no misuse or abuse of any relationship of trust or power of influence
- 1.5 Act as an ambassador for British Gymnastics Foundation and ensure at all times that the Foundation is not brought into disrepute by making any inappropriate, personal, or negative comments
- 1.6 Exercise reasonable care and skill when carrying out duties
- 1.7 Abide by any disciplinary sanctions that might be imposed
- 1.8 Support, assist and co-operate fully with British Gymnastics Foundation, complying with all instructions given
- 1.9 Clearly brand social media posts as their own views. British Gymnastics Foundation should not be held liable for any repercussions content may generate
- 1.10 Principles of integrity, professionalism, privacy and impartiality should be observed when posting online
- 1.11 Posts to social media must not disclose information, or include derogatory comments regarding British Gymnastics Foundation, British Gymnastics, Home Nations, or participants of British Gymnastics Foundation Programmes.

2. Delivery Standards

- 2.1 Be a positive role model for the Foundation by acting in a way that projects a positive image of the role, showing empathy with all you come in to contact with
- 2.2 Display high standards in the use of appropriate language, manner, punctuality, preparation, and presentation
- 2.3 Be supportive and understanding of people you encounter whilst on Foundation business
- 2.4 Adapt the style of delivery to suit the audience
- 2.5 Adopt a delivery style that will maintain interest

3. Communication Standards

- 3.1 Communicate effectively and professionally at all times ensuring the British Gymnastics Foundation is represented in a positive light (including communication via electronic media, such as email, texting and social media)
- 3.2 Respond to issues or complaints swiftly and within the designated timelines and liaise effectively with all parties to ensure good practice at all times. For complaints about acts of British Gymnastics Foundation, notify British Gymnastics Foundation as soon as is reasonably practical. The British Gymnastics Foundation's Complaints Policy can be found at: www.britishgymnasticsfoundation.org/policies
- 3.3 Report any issues that cause concern to theteam@britishgymnasticsfoundation.org as soon as possible
- 3.4 Co-operate on health and safety matters and take reasonable care of own/others health and safety and report all health and safety concerns and incidents to the appropriate person
- 3.5 Positively promote and actively act as an ambassador for the British Gymnastics Foundation, raising awareness of services

4. Administration Standards

- 4.1 Follow British Gymnastics Foundation administrative processes to accurately complete and return documentation within the timescales requested
- 4.2 Utilise confidential information for British Gymnastics Foundation related duties only
- 4.3 Keep confidential information that may be needed to perform your role, such as personal records, whether in digital or paper form, secure at all times
- 4.4 Ensure your personal and contact details held by British Gymnastics Foundation are accurate and up to date
- 4.5 Ensure personal data is not seen or accessed by unauthorised individuals
- 4.6 Ensure all confidential waste and paperwork containing personal data is disposed of securely by shredding
- 4.7 Take appropriate precautions to ensure data privacy when working or using an electronic device in a public place

5. Practice Standards

- 5.1 Keep professional knowledge and skills up to date where appropriate to your role through accessing relevant CPD provided by British Gymnastics Foundation
- 5.2 Reflect upon and evaluate practice as part of own professional learning and development programme
- 5.3 Be open to and respond positively and constructively to feedback regarding practice/delivery
- 5.4 Seek support, advice and guidance where necessary

6. Code of Conduct Acknowledgement

As a British Gymnastics Foundation volunteer, partner, or ambassador, I will:

- 6.1 Act honestly, in good faith and in the best interest of the British Gymnastics Foundation
- 6.2 Be consistent, empathetic, and professional when acting on behalf of the Foundation
- 6.3 Show a duty of care and diligence in fulfilling the functions and exercising the powers attached to my position; including adherence to all relevant policies (health and safety, Safeguarding, social media, complaints, data protection and equality policies) All policies relevant to the role can be found at:
www.britishgymnasticsfoundation.org/policies
- 6.4 Not engage in any conduct likely to bring the British Gymnastics Foundation into disrepute

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- 6.5 I agree to abide by the British Gymnastics Foundation Code of Conduct.
- 6.6 I acknowledge that the British Gymnastics Foundation may take appropriate action against me if I breach the Code of Conduct
- 6.7 I understand that in the event of an allegation against me, British Gymnastics Foundation is required to implement a complaint handling procedure

Signed:

Full name:

Dated: