



Employees Code of Conduct

Together We Can Do is committed providing an environment where everyone has a safe and enjoyable experience whilst also ensuring the highest ideals of sport. The behaviour of everyone along with the atmosphere in which the sessions are conducted can significantly affect this environment. All employees must therefore

- Place the well-being, safety and enjoyment of each person we support above everything else
- Act in a professional manner and be a role model for the people we work with and support.
- Ensure that a positive approach is adopted, leaving any issues or negative feelings at the door.
- Maintain confidentiality and conduct constructive conversations to resolve issues and minimize problems.
- Be familiar with the charity's safeguarding policy / guidance and report any concerns to the duty Welfare Lead or Welfare Officer.
- Never tolerate any form of bullying and work with others for each person's best interests.
- Understand what is required of them, ask questions if this is not clear and highlight any problems / issues when these occur.

When delivering the charities activities then employees must

- Ensure that all the required documentation is prepared, approved, understood and implemented.
- Be familiar with and follow the Session Plans, sport specific instructions and the venue Emergency Instructions.
- Wear suitable clothing to enable them to be readily identified as a Together We Can Do team member. ie. a polo-shirt or hoody bearing the Together We Can Do logo.
- Wear appropriate footwear and relevant protective equipment whilst taking part in the planned activities.
- Only smoke or vape at venues and at locations where this permitted.
- Check the condition of any equipment prior to it being used and to take it out of service if this not the case.
- Report and record any problems with the facility or equipment, and behavioral issues to the Session Leader and any safeguarding concerns to the Welfare Officer.

Employees must accept and understand that if this Code of Conduct is not followed then:

- They may be required to meet with the Welfare Officer and / or trustees to discuss their actions.
- They could be suspended whilst concerns or complaints about them are investigated.
- Their employment with the charity could be terminated.