



Basketball England Code of Conduct and Ethics

This code has been written principally as a guide to Basketball England Directors and redacted for Regional Chairpersons and is in accordance with our Articles of Association. However, this code also applies to anyone who works on behalf of the Board of Basketball England.

As Regional Chairpersons of Basketball England you are required to behave in a manner that befits to your status as a Chairperson of the Region. Your conduct should not bring Basketball England or the sport into disrepute.

Any breach of the Code of Conduct and Ethics will be considered under the compliance disciplinary procedures. You should also ensure that that you notify Basketball England of any significant violation of this code by another member governed by this Code of Conduct and Ethics.

Ethics, Integrity and Honesty

You must not place yourself in situations where your honesty and integrity or ethics may be questioned, should not behave improperly, and on all occasions, you should avoid the appearance of such behaviour.

As Chairperson of your Region, it is essential that you act honestly and with propriety. Your duties shall be carried out in a manner that preserves and enhances public confidence in your integrity and that of Basketball England.

Duty to uphold the law

You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you.

Respect for others

You should promote equality by not discriminating against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability.

All colleagues have a right to be treated with dignity and respect. Basketball England operates an Equity policy which is available on paper or on the Basketball England webpage. All board members agree to abide by this policy and all guidance in relation to equality.

Impartiality

As a National Governing Body, Basketball England places great value on the varied cultures, beliefs and backgrounds of its staff and members and Chairpersons are expected to treat all with tolerance, impartiality and act with integrity at all times.

Discretion

You should exercise the utmost discretion at all times with regard to member details/information and the business activities of the Basketball England.

Confidentiality

All board meetings are open and details of discussions and voting etc may be published. There may be however sections of the meeting that the Chairperson deems to be confidential.

Conflicts of Interests

Chairpersons are required to declare any conflict of interest (or potential conflict) to Basketball England as soon as possible for a ruling on the matter.

If interests or conflicts are found which have not been declared, a Chairperson can be removed from post.

In the case of an actual conflict, you are required to excuse yourself from any related voting.

Basketball England Property

Basketball England property, assets, intellectual property and resources should be used with the utmost care guarding against waste and abuse. Basketball England services and supplies, or facilities should not be used for personal gain.

Outside Activities

A Chairperson may engage in outside activities, with another agency for example, provided the utmost discretion is used and no business cards, literature, training materials, apparel, bags etc, bearing the Basketball England name or logo are used in support of that activity.

Gratuities

Any substantial gift or gratuity must be declared.
In cases of doubt, Basketball England is to be consulted.

Reasonable Expenses

All expenses for meetings with Basketball England on a National basis (Regional Council Meetings) will be paid, with other expenses to be agreed in advance by Basketball England. As a reminder:

- Travel – Journeys are expected to be taken in the most economical way.
- Expenses – Expenses should be claimed within one month whenever possible on a standard Basketball England form and all expenses are to be claimed by the end of the financial year.

Inter-Region Communication

When communicating by email, be mindful of the tone and personal sensibilities.
Contact the individual directly if clarification is required on any matter before copying responses to the entire Council. You should follow the Electronic Communication guidelines of Basketball England.

Meetings

As a Council Chairperson we would like you to attend the AGM and as many Regional Council meetings as possible. If for any reason you cannot attend, please inform the Secretary.

Illness, Absence or Holidays

Ensure you inform the Council of any long-term illnesses, absences or holidays if you are not contactable. It would be helpful if you could inform them of when you are back on line also.

Signing documents

Do not sign any documents on behalf of Basketball England unless this has been agreed by Board and you have the authorisation to do so. If in doubt, don't.

Complaints

All complaints are dealt with through the Complaints Procedure which generally involves the CEO, Chairperson, and Compliance Manager.
Unless authorised to do so, do not become directly involved in any communications. Also, do not become involved in any email communication between the Council about the complaint, as any written communications can be requested as evidence.

Whistle blowing

Basketball England operates a Whistle Blowing Policy. Please make sure you familiarise yourself with this policy and the process involved.

Safeguarding

All Chairpersons are required to comply with the Basketball England Safeguarding Policy and all guidelines which shall include the completion and submission of a clear, enhanced DBS (Disclosure and Barring Service) check every 3 years. All safeguarding policies and procedures can be found on the Basketball England webpage and board members should be familiar with these documents at all times.