



## **Welsh Target Shooting Federation**

### **Code of Conduct Policy for Board Directors**

#### **Director's code of conduct**

This code has been written principally as a guide to WTSF Directors and is in accordance with our Articles of Association. However, this code also applies to any advisors and/or volunteers working within, or on behalf of WTSF.

As directors of WTSF you are required to behave in a manner that befits to your status as a director of WTSF for all shooting activities. Your conduct should not bring the WTSF into disrepute.

Any breach of the code of conduct brought to the attention of the Chair will be considered under the WTSF disciplinary procedures. You should also ensure that you notify the Chair of any significant violation of this code by another member governed by this code of conduct.

#### **Bribery, Betting and Other Corrupt Behaviour**

The WTSF has a strict anti-bribery and corruption policy in line with the Bribery Act (2010). A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

If an employee bribes (or attempts to bribe) another person, intending either to obtain or retain business for the WTSF, or to obtain or retain an advantage in the conduct of the WTSF's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances the employee will be subject to formal investigation under the WTSF's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

#### **Gifts and Hospitality**

In addition to the duties placed on employees by Civil and Statute Law. The WTSF requires its employees to ensure that gifts and hospitality offered by suppliers and potential suppliers of goods and services to the WTSF are declined. This applies, whether the gifts or hospitality are offered within, or outside normal working hours. The only exceptions to this are trivial gifts with a nominal value of less than £10 such as a calendar, diary, chocolates or mugs can be accepted. All other gifts must be politely refused or, if received through the post, returned to the donor with a suitably worded letter signed by the Chairman.

#### **Transaction of Private Business**

Employees having official dealings with contractors and other suppliers of goods or services must avoid transacting any kind of private business with them by any means other than the Code of Conduct Policy for Board Members for Board Members

1 Reviewed January 2019  
Next Review January 2021



WTSF's normal commercial channels. No favour or preferences as regards price, or otherwise, which is not generally available, should be sought or accepted.

### **Visits to Conferences, Demonstrations etc**

The WTSF intends that when it is necessary for employees to visit conferences, demonstrations and similar occasions, it should bear the travelling and subsistence expenses itself. Exceptions to this general rule will only be permitted with the approval of the Finance Director.

### **Attendance at Luncheons, Receptions etc**

Where it is evident that the work of the WTSF will be facilitated, invitations to attend receptions, luncheons may be accepted under the following rules:

- no employee may accept an invitation without first obtaining the approval of the Chairman;
- in exceptional circumstances, where it is not possible to seek prior approval, the facts should be reported immediately afterwards;
- if addressed personally, such an invitation may not be transferred to another employee, except with the consent and approval of the Chairman as above and with the concurrence of the party issuing the invitation;
- invitations involving attendance outside normal working hours may be accepted only on the authority of the Chairman;
- as a general rule, any officer who has any doubts about the wisdom of accepting any hospitality should decline the offer.

NB The important difference between, for example, attendance in an official capacity at a function organised by the WTSF and the acceptance of hospitality from a private individual or firm should be recognised.

Nothing more than a small, low value item such as a calendar, diary, blotter, chocolates or flowers can be accepted. All other gifts must be politely refused or, if received through the post, returned to the donor with a suitably worded letter signed by the Chairman.

#### **Identification**

Employees should wear or carry their identity badges whilst carrying out their duties.

### **Confidentiality**

At all times confidentiality must be maintained. No information can be released to unauthorised persons or organisations. The Chairman or other Senior Directors of the WTSF will inform employees of those authorised to receive information.

If doubt exists as to the validity of an organisation or individuals to receive information, this must be checked with the Chairman.

### **Personal Relationships**



If a personal relationship between two employees develops within the working environment, the onus is on the senior employee concerned to bring this to the attention of his or her manager to confirm that there is no conflict of interest, nor will a conflict of interest arise. The WTSF reserves the right to move one of the employees concerned if it deems it necessary to do so.

## **Outside Interests and Employment**

Outside interests include directorships, ownership, part ownership or material shareholdings in companies, business or consultancies likely to seek to do business with the WTSF. These should be declared to the individual's line manager as should the interests of a spouse / partner or close relative.

## **Political and civic activities**

It is not the intention of the WTSF, or this policy, to dissuade employees from participating actively in public duties. It is important, however, that by doing so there is no suggestion to a third party that the employee is acting on behalf of, or with the support of, the WTSF. To avoid any misunderstanding, no WTSF employee should permit his or her company affiliation to be noted in any outside organisation's materials or activities without the express written approval of the Chairman or senior Director.

## **General Conduct**

Employees should at all times conduct themselves in such a way as to enhance the reputation of the WTSF.

The WTSF will support employees who become aware of and are willing to report breaches of this policy or who genuinely believe that a breach is occurring, has occurred or is likely to occur within the business. Employees should raise the issue internally with their manager or supervisor or in accordance with the Company's Policy on Disclosing Information ('Whistleblowing').

These standards of conduct are intended to underpin and clarify standards required by the WTSF of its employees and form a fundamental part of the employment contract. Staff who fail to comply with the guidance detailed in this Policy could be subject, following full investigation, to disciplinary action up to and including dismissal. If through their actions or omissions staff are found to be in contravention of either this Policy or, indeed, their legal responsibilities then the Company reserves the right to take legal action if it deems it to be necessary to do so.

## **Integrity and Honesty**

You must not place yourself in situations where your honesty and integrity may be questioned, should not behave improperly, and on all occasions you should avoid the appearance of such behaviour. As a director of WTSF it is essential that you act honestly and with propriety. Your public duties shall be carried out in a manner that preserves and enhances public confidence in your integrity and that of the WTSF.



## **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.

## **Impartiality**

As an international organisation, the WTSF places great value on the varied cultures, beliefs and backgrounds of its staff and members and directors 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 WTSF (Welsh Target Shooting Federation).

## **Confidentiality**

All board meetings are confidential and details of discussions and voting etc may not be disclosed without the permission of the Chair.

## **Conflicts of Interests**

Directors are required to declare any conflict of interest (or potential conflict) to the Chair as soon as possible for a ruling on the matter. In the case of an actual conflict, you are required to excuse yourself from any related voting.

## **WTSF Property**

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

## **Outside Activities**



A Board member 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 WTSF name or logo are used in support of that activity.

## **Reasonable Expenses**

Accommodation – Room sharing is customary and will be allocated accordingly.

Travel – Journeys are expected to be taken in the most economical way and car sharing is encouraged. Same-day return journeys are made at the discretion of the individual director or driver.

Expenses – Expenses should be claimed within one month whenever possible and all expenses are to be in by the end of the financial year (31<sup>st</sup> March). A record of your expenses must be kept along with associated receipts as they are declared in the financial accounts each year. This includes any expenses incurred for the WTSF, not just when on Federation business. You will be given details of any expenses that are paid for on your behalf (hotels etc) through WTSF for your records.

## **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 board.

Email votes – You are required to respond as soon as you are able to. Once you have voted by email you cannot change your mind.

## **Meetings**

As a federation director you are expected to attend the AGM and as many federation meetings as possible. If for any reason you cannot attend, please inform the Hon. Secretary as soon as possible. During the meeting all comments should be addressed through the Chair.

## **Illness, Absence or Holidays**

Ensure you inform the Chair of any illness longer than 7 days, absences or holidays. If you are not contactable it would be helpful if you could inform the Chair when you are back on line.

## **Signing documents**

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

## **Complaints**



All complaints are to be dealt with through the Complaints Procedure which generally involves the Chair. Unless authorised to do so, do not become directly involved in any communications. Also, do not become involved in any email communication with other directors about the complaint as any written communications can be requested as evidence.