



# District Sports

## Employee Code of Conduct

### **Introduction**

#### **Why you must read our Code of Conduct**

District Sports expects every employee to behave in a highly professional manner. That's why you need to read and understand the Code of Conduct as it sets out the standards, we expect from you while you are at work.

#### **What is the Code of Conduct?**

The Code of Conduct is designed to provide guidance about what is expected from you in your daily work and in your dealings with children, colleagues, and the public. As an employee of District Sports you must be familiar with the Code of Conduct. This document forms part of your agreement to work with us at District Sports and you are required to comply with its contents. Failure to do so may result in disciplinary action, up to and including dismissal.

For this reason, it is important that you read the whole of this document and ask your director for clarification if there is anything in it that you don't understand and needs explaining.

Once you have signed and returned the acceptance section, it will be assumed that you understand its contents, agree to comply with your contract of employment, and all the rules and policies, etc that it refers to.

#### **Who does it apply to?**

The Code applies to all employees' and anyone acting as an employee of District Sports (to clarify – the use of the word 'employee' within this code includes permanent and temporary employees, casual workers, and agency staff). Inevitably, some of the issues covered will affect some employees more than others.

#### **Workplace behaviour and personal conduct**

In summary, you are required to:

- Act with dignity and treat all others, including colleagues, children and members of the public with dignity and respect.
- Ensure your behaviour and performance meets workplace standards at any time that you are representing District Sports or are likely to be identified or associated with your role.
- Ensure you are familiar with and follow District Sports rules, policies and procedures.
- Be committed to delivering quality services.

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- Work in accordance with the terms and conditions of your working agreement and job description.

### **Grievances**

District Sports encourages a culture in which you can raise any workplace problems, complaints, or concerns in a supportive framework.

Most issues can be resolved informally, however, if an informal approach does not resolve matters, or is not appropriate, you may choose to raise a formal grievance.

Any employee who submits a grievance in good faith will not suffer any adverse consequences as a result of submitting the grievance. Should your allegation be found to be vexatious or a complaint which is falsely made; that is, it is not made in good faith or based on evidence, this may result in disciplinary action.

### **Reporting Absence**

If you are unable to attend work for any reason, preferably, you should notify your director of non-attendance by telephone before you are due to start work or as soon as reasonably practicable, providing your reason for absence to enable your director to make alternative arrangements for your work to be covered if required.

If your director is unavailable, you should contact the next most appropriate person. Notification of sickness absence should preferably be via telephone, rather than text message, email, or social media. In exceptional circumstances, where the employee is unable to telephone (for example, because of hospitalisation), another person such as a friend or relative can contact District Sports on their behalf.

### **Misconduct**

The Code of Conduct guides and assists employees acting in good faith. If, in your decisions, actions or conduct, you wilfully fail to comply with the standards outlined in the Code of Conduct, you will be guilty of misconduct and are likely to fall subject to disciplinary action, up to and including dismissal.

### **Alcohol and Drugs**

As an employee of District Sports, you must not consume alcohol, use illicit drugs/legal highs or other illegal substances while at work and must not attend work under the influence of such substances. There are times when you may attend a work event, such as an awards night, where alcohol is available. At these times, alcohol may be consumed with permission, however, you must remember that you continue to represent District Sports.

If you are concerned about prescription medicines, please speak to your GP and to your director to discuss any potential side effects.

If you are a director, you will need to consider the options available for assisting employees who are required to take legally prescribed drugs and whose level of performance has been

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impaired. In these circumstances, a risk assessment should be undertaken with the assistance of the Occupational Health service.

### **Health & Safety**

All employees have a personal and legal responsibility under the Health and Safety at Work Act 1974 for themselves and colleagues.

In summary, your legal duties as an employee are:

- To take reasonable care for the health and safety of yourself and others who may be affected by your actions or omissions at work.
- To co-operate with employers or other persons to enable you to perform your duties or

requirements under the Act.

- To work in accordance with the health and safety training that you have been provided.
- To notify the director for health and safety in the workplace of any unsafe condition, hazard, or risk that you identify.

### **Equal Employment Opportunity and Workplace Diversity**

We believe that a culture of equality, diversity and inclusion not only benefits our organisation but supports wellbeing and enables our people to work better because they can be themselves and feel that they belong.

As an employee of District Sports, we expect you, and every one of our people, to take personal responsibility for observing, upholding, promoting, and applying Equality, Diversity, and Inclusion. Our culture is made in the day-to-day working interactions between us, so creating the right environment is a responsibility that we all share.

Any dealings that you have with colleagues, or third parties must be free from any form of discrimination, harassment, victimisation, or bullying.

If any of our people are found to have committed, authorised, or condoned an act of discrimination, harassment, victimisation or bullying, we will take action against them including (for those to whom it applies).

### **Employee Appearance**

Your dress style must reflect appropriate workplace health, safety, and security considerations applicable to your job and work environment.

You are required to wear a uniform as part of your role, you must ensure that this is worn during working hours. District Sports will provide t-shirt, jumpers, jackets/coats but you must provide leggings, shorts, trousers etc if these are unavailable. Leggings must be appropriate and preferably black. If you are wearing this uniform outside of the workplace, you should remember that during this time, you remain recognisable as an employee of District Sports and therefore, you must ensure you comply with this Code of Conduct.

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If you have long hair, this must be tied back for all sessions for safety. Jewellery is acceptable but this must be appropriate and not too excessive. If jewellery may cause harm (for example hoop earrings) - this needs to be removed or taped.

Correct footwear must be worn at all times - preferably trainers, especially when delivering sports and active sessions.

When attending sessions - as an employee of District Sports you need to be at least 15 minutes early to sessions. This gives you chance to set up, collect/login to the register, source equipment, talk to any members of staff etc. When the session is finished, make sure all children/participants are dismissed correctly and safely and that no child/participant is left before leaving the venue.

If you need to leave the venue with a child/participant still onsite then another member of staff(s) onsite must stay with the individuals and a clear plan will need to be put in place for the safety of all.

Please speak with your director for further details on the above to ensure that you are confident and comfortable with procedures and expectations.

### **Driving on behalf of District Sports**

While driving your own vehicle for work purposes, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits. You must hold a current driver's license for the category of the vehicle you are driving. You must notify your director if your driving licence has been suspended or cancelled, or has limitations placed upon it, including any penalty points.

The following actions while driving on District Sports business will be viewed as serious breaches of conduct and may lead to disciplinary action up to and including dismissal:

- Drinking or being under the influence of drugs while driving.
- Driving while disqualified or not correctly licensed.
- Reckless or dangerous driving causing death or injury.
- Failing to stop after a collision.
- Acquiring penalty points leading to suspension of licence.
- Any actions that warrant the suspension of a licence.
- Bringing District Sports into disrepute.

### **Conflicts of interest**

A conflict of interest is any activity that is inconsistent with, or opposed to, District Sports best interests or that gives the appearance of in propriety or divided loyalty. You must not place yourself in a situation within which you could derive or be perceived to derive

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personal benefit from actions of decisions made in your official capacity as an employee. This also applies to any perceived or actual benefit.

Some examples of conflicts (or perceived conflicts) between personal interests and our public duties are shown below.

- Employees who have access to computer databases of customers/updating their own personal records, or those of close relatives.
- Liaising with a supplier who employs one of your close relatives. Generating work which involves travel to provide an opportunity to visit friends.
- Involvement with an interview panel when a relationship exists with one of the applicants.
- Involvement in a procurement process where a relationship exists with one of the parents, teacher or colleague.

Additionally, you must not use your position to obtain favourable treatment for any individual with whom you have a significant relationship, this applies to both friends and family as well as any individual you may have a contractual relationship with.

### **Workplace Relationships and Management of Relatives**

Personal and family relationships in the workplace may present an actual or perceived conflict of interest, particularly when one individual in the relationship is in a position to make or influence employment decisions regarding the other

If you are in a personal relationship with a Colleague, Director, Parent, or any other person working for or with District Sports, we ask that this is declared through speaking to your director.

If you think the personal relationship in the workplace may create a conflict of interest or be perceived to create a conflict of interest, then you should raise this with your director initially with the aim of mitigating any potential conflict in a sensible and proportionate way. The director should seek guidance where required.

### **Use of Social Media Accounts**

You should be aware that social networking websites are public forums, and you should not assume that your entries will remain private. When communicating via social media you must not conduct yourself in a way that brings District Sports or any employee into disrepute or disclose information that is confidential to District Sports. If you do, even if your social media is a personal site, disciplinary action can still be taken, up to and including dismissal.

It is advised that unless required, you remove any connection to District Sports from your personal social media sites and not state who you work for.

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**Criminal Charges, Convictions and Misconduct**

You must conduct yourself in a professional manner at all times at work. Serious misconduct and/or criminal offences committed during or outside of working hours which bring you, or District Sports into disrepute may be the subject of disciplinary action which could lead to dismissal. District Sports requires all applicants for jobs to disclose all contraventions of, or failures to comply with, any provisions of law, whether committed in the UK or elsewhere, unless the Rehabilitations of Offenders Act applies, and the rehabilitation period has expired. Every employee working for District Sports will have Disclosure and Barring Service (DBS) checks.

Once you are an employee, you must notify District Sports in writing if you are charged with any criminal offence, or if you are convicted of any offence. If you are charged with an offence, the notice must be given immediately after you are charged (i.e. the next working day). If you are convicted of an offence, the notification must be given immediately after you are convicted (i.e. the next working day). It should be noted that the term “conviction” includes a finding of guilt regardless of whether a conviction is recorded. Failure to notify District Sports in either case will constitute grounds for disciplinary action.

This policy was adopted by: District Sports	Date: 08/01/2025
To be reviewed: January 2026	Signed: Tom Pugh