

HR Policies

Code of Conduct

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Introduction

Fleetwood Town Football Club (FTFC) expects the highest ethical standards from its employees in conducting its business. The Code of Conduct (the Code) sets out those standards by which all employees are bound. It provides guidelines on the required behaviour in a wide range of situations, including social events and out of hours activities that directly reflect on the Organisation. It also refers to the relevant supporting policies in the Employee Handbook.

It is the responsibility of all employees to familiarise themselves with the details of the Code and its guidance.

The code applies to all employees, temporary employees, casual workers, agents, and contractors.

All employees should follow the guidance in this important document.

The Purpose and Principles of the Code

The Code describes the principles by which FTFC expects its employees to conduct its business. It sets out the required standards of behaviour for employees in conducting their role. The code deals with a wide variety of issues and situations relating to workplace conduct, but it is not intended to be exhaustive.

The Code of Conduct sets out principles by which FTFC is bound. These principles are as follows.

- We comply with laws and regulations.
- We reject bribery and corruption and avoid being compromised by gifts and entertainment.
- We avoid conflicts of interest.
- We respect the confidentiality of personal and corporate information.
- We promote diversity and equality and treat people fairly and with respect.
- We maintain a safe and healthy environment for people to work in and are proactive in managing our responsibilities to the environment.
- We support those who have any suspicions of any misconduct, malpractice, illegal or unethical behaviour and report their concerns in confidence to the appropriate channels.

Zero Tolerance

While this Code gives guidance to employees on certain situations, there are specific areas where FTFC has a policy of zero tolerance. These are:

- unsafe, illegal, or unethical working practices.
- violence and aggression.
- discrimination, bullying and harassment.
- bribery and corruption.
- retaliation or action against anyone who speaks up and, in good faith, reports a wrongdoing.

Breaches of the Code

Financial Probity Compliance with Law

FTFC business and employees (and all others to whom this Code applies) must observe UK laws and regulations.

Employees who raise concerns about whether conduct complies with the law and with the Code should immediately bring it to the attention of their line manager. It is FTFC's policy that employees who raise concerns in good faith shall not suffer any kind of punishment or retaliation.

Bribery and corruption

FTFC does not permit, in accordance with the provisions of the Bribery Act 2010, the bribery of any person involved in its business. Employees must not authorise, offer, promise, or pay or receive a bribe designed to secure an unlawful advantage. The amount of the bribe is irrelevant.

In some circumstances, excessive hospitality or gifts may be regarded as offering or receiving a bribe. An employee should always check with their line manager if in doubt.

Fraud

Fraud is not tolerated at FTFC.

Any attempt to secure an unlawful gain will lead to disciplinary action and sanctions up to and including dismissal will be considered. A report will also be made to the relevant authority which could lead to prosecution.

FTFC will always seek to recover loss resulting from fraud.

Conflict of interests

It is important that, where decisions are made which have a significant effect on FTFC and others, they are taken in a fair and balanced way. Any potential conflicts of interest must be declared so that individuals are not involved in decisions that could be regarded as biased.

General Data Protection Regulations (GDPR) and IT

GDPR/Data Protection

The General Data Protection Regulation and the Data Protection Act 2018 comprise the data protection regime that applied in the UK from 25 May 2018. This regime supersedes any previous legislation.

FTFC holds and processes information on its employees and other data subjects for commercial and administrative purposes. It will only collect and handle data for "legitimate interest" and in compliance with the data protection regime above.

For further information, employees should refer to the Data Protection policy.

Confidentiality

FTFC is committed to the maintenance of the highest level of integrity in all its dealings with clients, customers, and employees. This extends not only to commercial confidentiality but also to the protection of personal information received in the process of providing a service. All employees at FTFC (both existing and new) will be required to sign a Non-Disclosure Agreement (NDA) to commit to this confidential relationship.

Social media

Employees may use social media for work purposes (such as LinkedIn) or for personal use (for example, Facebook). [Employees should not access social media for personal purposes during working hours.]

Any use of such social media must be respectful of FTFC' reputation and that of all its employees. Employees must not disclose confidential information when using personal social media.

For further information, employees should refer to the Social Media policy. Failure to comply with this policy may be considered as gross misconduct under the Disciplinary Policy and further action may be taken.

Standards of Personal Behaviour

Equality, diversity, and inclusion

An important core value of FTFC is the promotion of inclusivity and diversity. It seeks to ensure that the workplace is supportive of its employees and one where individual respect is shown to all employees, regardless of age, (dis)ability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex, or any other factor. All employees will be supported and encouraged to perform to their potential.

For further information, employees should refer to the Equal Opportunities policy.

Bullying and harassment

FTFC has zero tolerance to bullying and harassment.

Disciplinary action will be taken against inappropriate behaviour that shows lack of respect for others or causes people to feel threatened.

For further information, employees should refer to the Bullying and Harassment policy.

Conduct outside work

As a rule, what employees do after working hours and away from the premises is a personal matter. However, FTFC will become involved in the following circumstances.

- At office parties, drinks events and other work-related social occasions.
- At third-party (that is, clients and customers) occasions where the employee has been invited in their capacity as an employee and representative of FTFC.
- At work-related conferences and training courses.
- Where the employee is away on business on behalf of FTFC.
- Where the employee is representing FTFC.

The Organisation's policies will continue to apply at all these events. An employee should not bring the Organisation's name into disrepute. Improper behaviour may lead to investigation and potential disciplinary action, and in cases of gross misconduct up to and including dismissal.

For further information, employers should refer to the Organisation's Disciplinary and Grievance Procedures.

Relationships with other employees, clients, and customers

FTFC does not concern itself with the private lives of its employees unless they affect its effective operation or its reputation.

Employees who are relatives or who have a close personal relationship should not normally have a supervisory, assessing, or authorising relationship with each other.

Employees must inform their line manager if they have a close personal relationship with another employee or a client or customer which could be considered by colleagues or other, as a conflict of interest and impacting on the way they conduct themselves at work.

Criminal offences

For the avoidance of doubt, an employee must inform their line manager in writing if they are under investigation for a criminal act (including road traffic offences) or have been arrested in connection with a criminal action. They must also inform their line manager in writing if they have been found guilty and convicted of any offence or have received a police caution. Failure to disclose this information may be treated as a disciplinary offence.

Furthermore, if an employee commits a criminal offence outside employment, FTFC will investigate the matter to ascertain whether there is any connection between the offence and the individual's employment. If there is an adverse finding in this respect, this could result in the employee's dismissal under the disciplinary procedure.

Health and safety

FTFC places a high priority on providing a safe workplace and minimising the risks identified by the Health and Safety at Work Act 1974 and associated legislation.

Effective safety management requires the active involvement of every employee, and every employee has a legal duty to look after their own health, safety, and welfare and that of those around them.

Employees should refer to the Organisation's Health and Safety policy for further information.

Vulnerable Customers

In line with priorities for the Health and Safety of our employees, where practicable, FTFC is committed to ensuring the safety and welfare of our customers. All operatives have a duty of care in taking suitable and sufficient measures for protecting the safety and wellbeing of members of the public impacted by our work. This includes managing any identifiable vulnerabilities and taking appropriate steps in supporting the welfare of those individuals in line with company policy. Where additional measures are required, further support and guidance should be sought from your line manager.

Environment

FTFC is committed to preventing, or, at the very least, minimising, any harmful effects it causes to the natural environment. It encourages all employees to conduct their work in accordance with the highest environmental practices and the minimising of waste.

Raising Matters of Concern: Confidential Reporting Procedure

Employees who become aware of activities which they believe, in good faith, are illegal, improper, unethical, or otherwise inconsistent with this Code, may report the matter (often known as "whistleblowing") to [named manager] in accordance with the requirements of the Public Interest Disclosure Act 1998.

Any individual who raises such a concern in good faith and in line with FTFC Whistleblowing Policy will not suffer any detriment or be penalised in any other way. For further guidance on the issue and on the procedure, employees should refer to the Whistleblowing Policy.