



Leatherhead Football Club Ltd

**Code of Conduct and Expected Standards of
Behaviour Policy**

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0.1	04/08/2020	First draft of policy	Ian Pegg
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1. Background

The Leatherhead Football Club, (LFC) Board is committed to the protection of its staff and volunteers and to the Club's reputation in the local and footballing communities.

The LFC Board will not condone or tolerate unacceptable behaviour, including any form of bullying and harassment. If proven, such behaviour could result in disciplinary action being taken. The purpose of this policy is to stop and deter unacceptable behaviour and to set out expected standards of attitude, behaviour and communication.

This policy is aimed at all staff, volunteers, members, representatives and supporters of Leatherhead Football Club and applies to all interactions between themselves and others e.g. sponsors, partners, other clubs and officials and anyone else as part of the football club's day to day business.

The LFC Board expects everyone to contribute to the creation of a happy, friendly and respectful environment that encourages effective communication, co-operation and support for each other and to treat each other with dignity, courtesy, and with sensitivity whilst valuing the skills, contribution and expertise of each one of us.

2. Purpose

The purpose of the Policy is to make clear the LFC Board's expectation that all staff, volunteers, members, representatives and supporters of Leatherhead Football Club value and show respect for fellow human beings by demonstrating acceptable standards of attitude, behaviour and communication.

The aim of this Policy is to ensure that arrangements are in place to support everyone to act in a manner that upholds the expected standards of behaviour.

3. Principles of Behaviour

All staff, volunteers, members, representatives and supporters of the club should be professional in their behaviour and display high standards of conduct and therefore behave:

- Lawfully
- Professionally
- Honestly
- Respectfully
- Equitably
- Responsibly
- Safely
- Ethically
- Fairly

4. Responsibilities of Staff, Volunteers, Members, Representatives and Supporters

Everyone has a responsibility to ensure that their behaviour is consistent with this policy and to take appropriate action when they directly experience or observe behaviour which they consider to be inappropriate.

Such action may include;

- Keeping factual record of the incident (e.g. date, time, nature of behaviour, what was said, witnesses, etc.)
- Advising the person responsible for the behaviour that their behaviour is inappropriate and ask them to stop behaving in that way
- Reporting the behaviour to the Board or other senior members of staff.

Behaviour which would be considered unacceptable at Leatherhead Football Club includes (but is not limited to) the following:

- Aggressive or abusive behaviour such as threatening gestures or actual violence or assault
- Verbal abuse (for example, yelling, screaming, abusive or offensive language)
- Being under the influence of illicit drugs or impaired by alcohol
- Unsafe work practices or behaviour which may harm the staff members or others
- Bullying, harassment or intimidation
- Unwelcome physical contact including that of sexual, intimate or threatening nature
- Excluding or isolating individuals
- Malicious or mischievous gossip or complaint
- Abusive notes, emails, telephone calls, text messages, or comments on social media such as Facebook etc.

Reports or complaints of unacceptable behaviour will be taken seriously by the LFC Board and handled in a confidential, impartial and fair manner.

The LFC Board is obliged to take action when it becomes aware of unacceptable behaviour which may have an adverse effect on the well-being of staff and volunteers and the reputation of the club.

Such action may include disciplinary action. All staff, volunteers and representatives have a duty of care to others and should treat each other with courtesy and respect and refrain from harassment or discrimination.

5. Compliance

To maintain the LFC Board's high standards, everyone is expected to comply with this Code of Conduct and it is their duty to let the LFC Board know if they think others have violated it. This should protect the value of the Club; enhance staff, volunteer and representative professionalism.

6. Non Compliance

Breaches in any part of the Code that are formally reported will be fully investigated and may render the relevant parties to disciplinary action. This may include verbal or written warnings, suspension, action short of dismissal or dismissal and expulsions.

7. Reporting Violations of the Code

Anyone who learns of or suspects that a violation of the Code has occurred, or is likely to occur or, is about any actual or planned wrongdoing or unethical behaviour involving the Club or any of its staff, volunteers, members, representatives and supporters must immediately report the violation to one of the LFC Directors.

Anyone who reports violations or suspected violations in good faith will not be subject to retaliation of any kind. Reported violations will be investigated and addressed promptly and will be treated confidentially to the extent possible.