

Code of Conduct whilst representing CPNW as a Player, Staff Member or Affiliate

CONDUCT WHILST REPRESENTING ON BEHALF OF CPNW

The purpose of this policy is to ensure that all Players behave in an appropriate manner whilst representing for CPNW and in line with the Code of Conduct.

Behaviour Outside Hours of Duty

Players shall conduct their personal affairs in a manner that does not affect their official duties. Players shall be aware that their activity or behaviour outside of representing hours could bring the integrity of the club into disrepute.

Alcohol and Drugs

Alcoholic beverages shall not be consumed on any club property, except in special circumstances approved by Staff team. Players shall not allow the consumption of alcohol or drugs to adversely affect their work performance or official conduct (see Alcohol/Smoking/Vaping Policy)

Personal Presentation

In order to promote a professional image that enhances and promotes a positive corporate image, all Players Members shall maintain a high standard of grooming and personal presentation. Players members will be required to wear full training kit or game kit where one is provided.

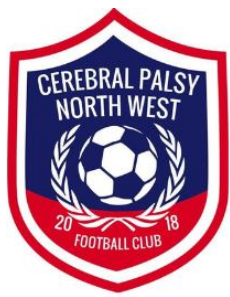
Interaction with Staff and other teams

Players shall work cooperatively with staff and other teams, support and learn from each other and accept differences in personal style. They shall respect, and seek when necessary, the professional opinions of staff in their area of competence, and acknowledge their contribution.

Ethical behaviour

All players shall be committed to the core values of CPNW. They shall comply with all lawful and reasonable directions given. Complaints arising out of such directions shall be discussed, and attempted to be resolved, with a Club manager. Players dissatisfied with the outcome can lodge a personal grievance to have the matter resolved. Players must continue to carry out any lawful and reasonable directions that may be given until the matter is resolved.

Players should report to a Club manager, any behaviour by another Player or staff member they consider to be unethical. This may include behaviour that a player believes breaks any law, rule or regulation or represents corrupt conduct, substantial mismanagement of resources, or is a danger to



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the public or safety or to the environment. Reports of such shall be protected against reprisals providing the claim is based on a reasonable belief, is reported to an appropriate person and is not vexatious.

Equal Employment Opportunity (EEO)

Making decisions and professional conduct by Players shall be consistent with the provisions of Equal Opportunity & Diversity Legislation. Players shall ensure they observe the EEO principles, exhibit appropriate behaviours and provide a work environment free from harassment (including sexual), bullying and discrimination. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate must not be sent by e-mail or other forms of electronic communication or displayed or stored on a computer.

Use of Official Resources

Players shall ensure that all resources within their area of responsibility are used effectively and economically in the course of their duties.

Use and Release of Information

Public comment

Whilst it is recognised that Players have the right as an individual to make public comment, they shall not reveal confidential information in public. Information of a confidential nature shall not be used by any Players Member in any public comment without the prior approval of Staff team. Approval from Staff team shall be required before Players approach the media, or respond to media approaches on any issues.

Security of Information

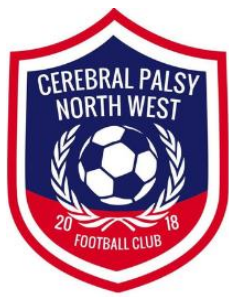
Players-related information is confidential. Any information regarding players and / or CPNW shall not be conveyed to another person, without appropriate authorisation. All players shall comply with legislative requirements in respect to policies relating to Confidentiality and Privacy. Confidentiality with respect to Business / Finance information and security of digital information shall be adhered to by all Players

Personal Information

Players may collect, use and disclose any personal information that is necessary for the performance of their work or required by law. Consent shall be obtained from individuals concerned to use sensitive information such as racial or ethnic origin, political views, religious beliefs, sexual preferences or criminal record. Players must ensure that the information is accurate, complete and up to date and they shall take reasonable steps to protect personal information from misuse and loss, and from unauthorised access, modification or disclosure. People shall be advised that they have a right to access their personal information and seek corrections to it.

Attending Court

Players may be summonsed or called as a witness or juror at a court of law or any legally constituted inquiry. If this occurs, they shall immediately advise their Manager and, unless otherwise exempted, attend the court or inquiry as specified.



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Conflict Of Interest

Players shall act in the public interest and not any manner designed to gain unfair advantage for themselves or for other individuals, family, friends or business acquaintances. This particularly applies with respect to obtaining contracts or purchasing of goods and services

Gifts and Benefits/Corporate hospitality

Players shall not seek to accept favours or gifts for services performed in connection with their day-to-day duties and they shall not use their position to encourage or obtain a private benefit. No player should give or accept any gift or hospitality which could be viewed as a way of compromising their position in CPNW, for example players accepting a gift of tickets to a sporting event just before the awarding of a major funding. Players members are recommended to politely decline any gift or hospitality if they are unsure it meets the terms of this Policy. Alternatively, guidance should be sought from the Club managers.

Each person approached with a gift or offer of hospitality is personally responsible for recording it except where it is treated as an exception (**see Appendix 1 Notice of Receipt**). Parties, events and celebrations organised and authorised by CPNW do not need to be recorded by Players (this includes contributions made towards players Christmas parties and any prizes/gifts won or given at players events). Any Player who is offered a gift, above £5 and below £20, from anyone in relation to their work (actual or potential), must disclose the fact of the gift, its nature and details of the giver to his/her manager which will be formally recorded.

The offer or receipt of gifts estimated as being worth more than £20 will be declined or returned to the donor with an explanation of the club's policy. Any gifts considered by the club as likely to constitute a bribe or inducement will be reported to the Directors immediately. Gifts deemed acceptable are flowers, tins of biscuits, bottle of wine or spirit, chocolates, up to a value of £20. The list is not exhaustive.

Gifts of low intrinsic value e.g. pens, pencils, calculators, mousepads, calendars and diaries are excepted and accordingly, such gifts can be retained by the individual or used at the premises, and need not be recorded. However, acceptable gifts received by players and recorded on behalf of the club can only be retained if, after recording them, they are distributed among players at the premises by drawing numbers, as in a raffle, but the actual method of ensuring the gift is shared can be determined locally.

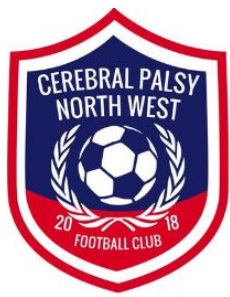
Financial Probity and Accountability

Players shall ensure that in financial matters, including the handling of monies, there is full accountability in relation to any advice or transaction in which they may be involved. Players with responsibilities of a financial nature shall act in accordance with the financial policies of CPNW and shall observe the relevant legislative and regulatory requirements.

Criminal Offences

Players shall immediately inform their manager if charged with a criminal offence punishable by imprisonment or, if found guilty, would significantly affect their ability to perform normal duties; e.g. a charge of drink driving where they are required to drive a vehicle in the normal course of work. Players shall inform their manager of any criminal offence of which they have been found guilty or any changes to their DBS information, before or during their employment, except where the offence is covered by a prescribed spent convictions scheme.

Outside Engagement



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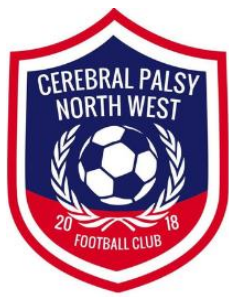
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Players shall not engage in outside engagement with a club other than CPNW, whilst representing the club, where it might interfere with their play or generate a conflict of interest, without written authority from Staff team. If approval is granted, it is the Players responsibility to ensure that at all times the additional engagement does not interfere with performance and that there is no conflict of interest.

Consideration of requests to engage in another FA Cerebral Palsy League Team would be concerned to establish whether the outside engagement would interfere with the proper performance of official duties and whether it would give rise to a conflict of interest.

Employment after Leaving CPNW

Confidential information obtained in the course of duty shall not be relayed to anyone else. When they have left CPNW, Players shall not use any confidential information obtained during play to advantage the prospective club or disadvantage the club.



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APPENDIX 1

NOTICE OF RECEIPT OF GIFT OR HOSPITALITY OF VALUE OVER £5

Name:	Position:
Name of person or body making or offering the gift or hospitality:	
Nature of the gift or hospitality offered or received: <i>(Please estimate the approximate value of the gift/hospitality)</i>	
Date of Offer:	
Please tick the box which applies to your case:	
I declare that:	
I have been offered the gift or hospitality detailed above	<input type="checkbox"/>
And I believe that it has been given or offered because of my position as an Player/staff member/affiliate of CPNW	<input type="checkbox"/>
Please tick the box which applies to your case:	
I have accepted the gift or hospitality	<input type="checkbox"/>
I have declined the gift or hospitality	<input type="checkbox"/>
I have returned the gift or hospitality	<input type="checkbox"/>

Signed: _____ Date: _____
Recipient

Signed: _____ Date: _____
Club manager

Signed: _____ Date: _____
Witnessing Staff Member

Please send completed forms to the Club Manager

Noted and entered in the Register by: _____