



Workforce Code of Conduct

Code of Conduct for Staff Members, Volunteers, Coaches

Theale Golf Club upholds that it is the responsibility of everybody involved in our club to ensure it remains a safe place, free from discrimination, fear and where possible, risk.

In doing so we ask that you:

- Treat everyone fairly and do not discriminate on the grounds of characteristics such as race, gender, age, sexual orientation or disability etc.
- Respect the rights, dignity and worth of every person and treat everyone with trust and respect.
- If you see any form of discrimination, do not condone it or allow it to go unchallenged, and report to the club manager as soon as possible.
- Maintain the well-being and safety of all individuals.
- Promote the positive aspects of golf (e.g. fair play) at the club and when representing in the community.

We will not tolerate any form of:

- *Physical or verbal abuse*
- *Bullying & harassment*
- *Use of foul, abusive or discriminatory language*
- *Inappropriate physical contact*

When performing your role and/or acting on behalf of the golf club your responsibilities are to:

- Report any conflicts of interest to the appropriate person as soon as possible.
- Act as an advocate of the golf club when performing your role.
- Treat all colleagues and volunteers respectfully, helping to foster a friendly and collaborative environment.

- Read and work in accordance with all relevant policies and procedures and read and comply with the employee handbook/policy suite.
- Treat the golf club's property, whether material or intangible, with respect and care.
- Maintain a high standard of professionalism and any dress code guidelines.
- When communicating about the golf club, or on behalf of the golf club (including on social media), comply with the relevant policy guidelines. In doing so, refrain from any communication which may have a negative impact on the club or people associated with it.

For members of the workforce who engage with young people. Firstly, ensure that you are familiar with the Club's Child Safeguarding Policies and Procedures and comply with the following:

- Place the well-being and safety of the young person (defined as up to and including 17 years old) above the development of performance.
- Develop an appropriate working relationship with young people, based on mutual trust and respect.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval.
- Always work in an open environment (e.g. avoid private or unobserved situations).
- Do not engage in any form of intimate or sexual relationship, or inappropriate behaviour with a young player. All adult-young person relationships should maintain clear boundaries and be supportive, positive and aimed at their development and progress, as a person and a golfer.
- You should not have regular contact outside your club role with the young players and should not engage in regular communication through text, email or social network sites.
- Respect young people's opinions when making decisions about their participation in golf.
- Inform players and parents of the requirements of golf.

Any breaches of this code of conduct will be subject to our disciplinary procedures and dealt with by the Office Manager.