



CODE OF CONDUCT POLICY

Applicability Statement:

This policy applies equally to all* those undertaking work on behalf of both Sussex Cricket Limited and the wholly owned subsidiaries, the Sussex Cricket Foundation (SCF) and Sussex Cricket Estates Limited, as well as Sussex Museum and Educational Trust (SCMET) hereafter jointly referred to as the 'organisation'.

*All refers to employees, full time, part time, volunteers (including board members and Trustees) and suppliers undertaking work for or on behalf of the organisation.

Purpose and Scope:

In order to meet our objectives, the organisation must retain its reputation as an entity that functions with integrity and respect. This code of conduct sets out the expected standards of conduct of all in their work activities, and in the link between their work and their private lives.

The code of conduct outlined below is designed for the guidance and protection of all and to help each to understand what the organisation considers to be acceptable professional and ethical behaviour.

This code of conduct is not intended to be exhaustive and cannot anticipate every situation which may morally or ethically compromise all or the organisation. In this regard, the organisation expects all to use their common sense and sound judgment.

Compliance with this code is a mandatory obligation for all. Breach of this code may result in disciplinary action that may lead to dismissal in cases of gross misconduct.

Code of Conduct Details:

The areas covered are:

- Standards of behaviour
- Private life and relationships at work
- Key principles regarding personal relationships
- Safeguarding and respect
- Personal presentation
- Integrity and bribery
- Conflict of interest
- Confidentiality
- Use of the organisation's equipment and materials

Standards of Behaviour

All must foster the highest possible standards of professional behaviour within the workplace and at external social events when representing the organisation.

The organisation has developed policies on equal opportunities. All are required to be aware of them, comply with them and implement these policies in all aspects of the work they do.

All are entitled:

- To be treated with dignity, respect, courtesy, and fairness.
- Not to be bullied, harassed or victimised.
- Not to experience any form of discrimination on any grounds (see Equality, Diversity and Inclusion Policy and the ECB's Anti-Discrimination Code).

All must comply with all legal and organisational health and safety requirements in force at the organisation, including any security guidelines.

The use of illegal drugs in any building owned or operated by the organisation, or at social or work events, is explicitly and strictly prohibited and will be reported to the police.

Private Life and relationships at work

Whilst everyone is entitled to a private life, no one should not put themselves in a situation where their private life affects their ability to carry out duties on behalf of the organisation. This may include private use of social media.

While friendships may develop between staff, such relationships must not interfere with work objectives.

Key Principles Regarding Personal Relationships

- **Professional Boundaries:** All must maintain appropriate professional boundaries.
- **Conflict of Interest:** Participants must avoid any situation that might lead to a conflict of interest between their private interests and their professional duties. A personal relationship with a colleague or someone in an external organisation (e.g., a supplier or a regulated firm) may be perceived as a conflict.
- **Disclosure Obligation:** All are required to promptly disclose any close personal relationships that could give rise to a conflict of interest to their line manager and People Director. This includes relationships with immediate family members or partners working within the organisation or in a related external entity.
- **Management Decisions:** An individual must not be involved in decisions relating to the hiring, appraisal, pay, promotion, or discipline of someone with whom they have a close personal relationship. Alternative management arrangements will be put in place in such cases.
- **Dignity at Work:** The code promotes a working environment free from harassment, bullying, or discrimination. All are expected to show sensitivity and respect for others and avoid any behaviour that could be considered offensive.

All must notify the organisation of any unspent criminal convictions or charges prior to employment and of any criminal charges that arise during employment.

Safeguarding and Respect

All are expected to comply with the ECB's safeguarding policy, "Safe Hands," and the ECB's Equality, Diversity, and Inclusion (EDI) policy, both of which have been adopted by the organisation as a whole.

Personal Presentation

All must comply with any rules or directions that are issued in relation to dress or appearance at work. All should ensure that their appearance and personal hygiene present a positive impression of the organisation and should comply with the organisation's dress code.

Integrity and Bribery

All should never use their position with the organisation for private advantage or gain or for the benefit of a family member or friend.

If you (directly or indirectly) have a financial interest in a contract, potential contract or any financial or other matter being dealt with by the organisation, you must report this in writing to the Chief Executive.

"Kickbacks," bribes or other forms of personal enrichment are not permitted in any circumstances.

Conflict of Interest

You should not, directly, or indirectly, engage in, or have any interest, financial or otherwise, in any other business enterprise which interferes or is likely to interfere with your independent exercise of judgement in the organisation's best interest.

Generally, a conflict of interest exists when an employee is involved in an activity:

- Which provides products or services directly to or purchases products or services from the organisation.
- Which subjects the employee to unreasonable demands that prevent the employee from devoting proper attention to their responsibilities to the organisation.
- Which is operated in a manner that the employee's involvement with outside business activity will reflect adversely on the organisation.

Should you be in doubt as to whether an activity involves a conflict, you should discuss the situation with your line manager.

All may be required to disclose formally whether they are engaged in any other activity that may potentially be a conflict of interest.

The leadership team and the board will be required annually to disclose whether they are engaged in any other activity that may potentially be a conflict of interest.

Confidentiality

The confidentiality of all information received relating to the organisation and its staff must be respected and maintained and must never be used for personal advantage or gain.

All media contact, requests for personal interviews or comments must be referred to the communications department in the first instance.

Only colleagues authorised by the Chief Executive should talk to the press or otherwise make public statements on behalf of the organisation.

Use of equipment and materials

The organisation provides equipment such as vehicles and computers in order to assist the needs of the business. The organization recognises that in some circumstances this equipment can legitimately be used for private purposes (See also the Driver Policy, IT Policy).

Employees must use the organisation's vehicles and IT equipment in accordance with the relevant policy. Where permission is granted to use equipment for personal use, discretion must be exercised to maintain the reputation of the organisation.

Breaches of the Code

Investigations of alleged breaches of this code will be dealt with under the organisation's disciplinary procedures. The organisation will view any failure to comply with these standards as a serious disciplinary offence which may lead to dismissal should the failure be gross misconduct.

Any breach of the code which includes potential criminal offences will be reported to the Police.

The organisation will not tolerate any criminal behaviour by anyone subject to this policy or within any premises owned or controlled by the organisation.

When in doubt, ask.

If you are in any doubt with regard to the provisions of this code and how they apply in any particular situation, the People Director or your Line Manager should be consulted.