Sussex Cricket Code of Conduct Policy

1. Policy Statement

Sussex Cricket is committed to maintaining the highest standards of integrity, professionalism, inclusivity and behaviour across all its activities.

This Code of Conduct sets out the standards of behaviour expected of all individuals associated with Sussex Cricket and is designed to protect the reputation, values and interests of the organisation while ensuring a safe, respectful and inclusive environment for everyone.

All individuals covered by this policy are expected to conduct themselves in a manner that reflects positively on Sussex Cricket and supports our commitment to excellence, safeguarding, equality, diversity and inclusion.

2. Scope

This policy applies to:

- Employees
- Workers and casual workers
- Apprentices
- Agency workers
- Volunteers
- Consultants and contractors
- Interns and work experience placements
- Board Directors
- Committee Members
- Any individual representing Sussex Cricket or acting on its behalf

The standards within this Code apply whilst undertaking duties for Sussex Cricket and, where relevant, outside working hours where conduct may reasonably affect Sussex Cricket, its people, partners, members or reputation.

3. Our Values

Everyone associated with Sussex Cricket is expected to demonstrate:

Respect

Treating others with dignity, fairness and consideration.

Integrity

Acting honestly, ethically and transparently.

Inclusivity

Creating an environment where everyone is welcomed, valued and able to contribute.

Accountability

Taking responsibility for actions and decisions.

Professionalism

Maintaining high standards of conduct and performance.

Safeguarding

Promoting the welfare and safety of children, young people and adults at risk.

4. Expected Standards of Behaviour

All individuals are expected to:

- Act honestly, professionally and in good faith.
- Comply with all organisational policies and procedures.
- Follow all applicable laws, regulations and governing body requirements.
- Treat colleagues, players, members, volunteers, supporters, suppliers and stakeholders with dignity and respect.
- Maintain appropriate professional boundaries.
- Act in a way that protects and enhances the reputation of Sussex Cricket.
- Cooperate with investigations and enquiries.
- Report concerns regarding misconduct, safeguarding or unethical behaviour.

5. Equality, Diversity, Inclusion and Respect

Sussex Cricket is committed to providing an environment that is inclusive, respectful and free from discrimination.

Individuals must not engage in:

- Bullying
- Harassment
- Victimisation
- Discrimination
- Intimidation
- Retaliation against anyone raising concerns

This applies to conduct:

- In the workplace
- At matches and events
- During business travel
- At work-related social functions
- Online and via social media
- Through electronic communications

Behaviour that undermines dignity, inclusion or psychological safety will not be tolerated.

6. Safeguarding Responsibilities

Everyone has a responsibility to protect and promote the welfare of children, young people and adults at risk.

Individuals must:

- Comply with Sussex Cricket safeguarding policies and procedures.
- Comply with ECB safeguarding requirements.
- Immediately report safeguarding concerns, disclosures or allegations.
- Cooperate fully with safeguarding investigations.
- Maintain appropriate professional boundaries.

Failure to report safeguarding concerns may constitute misconduct.

7. Health, Safety and Wellbeing

All individuals have a responsibility to:

- Take reasonable care of their own health and safety.
- Consider the health and safety of others.
- Follow health and safety procedures.
- Report accidents, hazards and near misses promptly.
- Cooperate with health and safety investigations.

No individual should knowingly place themselves or others at unnecessary risk.

8. Alcohol, Drugs and Substance Misuse

Individuals must not:

- Possess, use, supply or distribute illegal drugs while engaged in Sussex Cricket activities.
- Attend work whilst impaired by alcohol.
- Attend work whilst impaired by illegal substances.
- Misuse prescription medication in a manner that affects performance, judgement or safety.

Sussex Cricket reserves the right to investigate concerns regarding substance misuse in accordance with relevant policies.

9. Social Media and Online Conduct

Individuals should use social media responsibly and professionally.

Individuals must not:

- Bring Sussex Cricket into disrepute.
- Post discriminatory, abusive or offensive material.
- Bully, harass or victimise others online.
- Disclose confidential information.
- Present personal views as organisational views without authorisation.

Personal social media activity may be subject to investigation where there is a clear connection to Sussex Cricket or where it affects colleagues, members, players, volunteers, partners or the organisation's reputation.

10. Confidentiality

Individuals must protect confidential information obtained through their work or association with Sussex Cricket.

Confidential information must not be disclosed unless:

- Authorised by Sussex Cricket;
- Required for legitimate business purposes; or
- Required by law.

Confidentiality obligations continue after employment or engagement ends.

11. Data Protection and Information Security

Individuals must comply with:

- UK GDPR
- Data Protection Act 2018
- Sussex Cricket Data Protection and Information Security Policies

Personal information must only be accessed, used, shared and retained for legitimate business purposes.

Individuals must take appropriate measures to protect personal and confidential information from unauthorised access, disclosure, loss or misuse.

12. Conflicts of Interest

Individuals must avoid situations where personal interests could conflict, or appear to conflict, with the interests of Sussex Cricket.

Any actual, potential or perceived conflict must be declared promptly.

Directors, Committee Members and Senior Leaders must:

- Complete an annual declaration of interests.
- Update declarations whenever circumstances change.

13. Gifts, Hospitality and Bribery

Individuals must comply with Sussex Cricket's Anti-Bribery and Corruption arrangements.

No individual should:

- Offer or receive bribes.
- Seek improper personal advantage.
- Influence decisions through gifts or hospitality.

Any gifts or hospitality above approved organisational thresholds must be declared and recorded in the appropriate register.

14. Criminal Charges and Convictions

Individuals must notify the People Director or appropriate manager immediately if they:

- Are arrested for an offence relevant to their role.
- Are charged with a criminal offence.
- Receive a criminal conviction.
- Become subject to any restriction affecting their ability to undertake their duties.
- Experience a change in DBS status where a DBS check is required.

Sussex Cricket will consider each situation on its individual merits.

15. Use of Sussex Cricket Property and Resources

Organisational property, systems, equipment and resources must be used responsibly and for legitimate purposes.

Individuals must not:

- Deliberately misuse organisational resources.
- Access inappropriate content.
- Use systems in a manner that creates security risks.
- Cause unnecessary reputational or financial harm.

16. Speaking Up and Raising Concerns

Sussex Cricket encourages individuals to raise genuine concerns about:

- Misconduct
- Unethical behaviour
- Safeguarding concerns
- Fraud
- Corruption
- Health and safety risks
- Breaches of policy

Concerns may be raised through:

- Line management
- The People Team
- Designated Safeguarding Officers
- The Whistleblowing Policy

No individual will suffer detriment for raising a concern in good faith.

17. Breaches of the Code

Breaches of this Code may result in:

- Informal action
- Formal disciplinary action
- Termination of employment
- Removal from office
- Suspension from duties
- Termination of engagement
- Other appropriate sanctions

Serious breaches may constitute gross misconduct.

Where appropriate, Sussex Cricket may refer matters to:

- The Police
- The ECB
- Safeguarding authorities
- Regulatory bodies

18. Responsibility for Implementation

All individuals are responsible for complying with this Code.

Managers, leaders and directors are expected to:

- Lead by example.
- Promote the standards contained within this policy.
- Address concerns promptly and fairly.
- Foster a culture of respect, inclusion, accountability and integrity.