GB Taekwondo commits itself to treating all employees with respect, and expects the same attitude from all members of staff to GB Taekwondo, its assets and property, to other employees, athletes, suppliers, agents and to the public at all times.

GB Taekwondo creates mechanisms by which employees and athletes can express genuinely held concerns about behaviour or decisions they perceive to involve serious impropriety. Such concerns will be investigated with every reasonable assurance of confidentiality as appropriate.

GB Taekwondo expects staff to conduct themselves in a reasonable and responsible manner when undertaking their duties and fulfilling responsibilities. It is the responsibility of each employee to be aware of the standards expected for the performance of their particular job.

As a team member of a World Class Programme, representing a nation with a strong identity, please be mindful of your representation in team clothing; wear your kit with pride!

Staff should:

* understand the code of conduct for athletes.
* have a responsibility to ensure the safe, effective and efficient running of GB Taekwondo and should therefore comply with all policies and reasonable requests in order to achieve this.
* act in a safe and responsible manner.
* be concerned with the safety, wellbeing and protection of all individuals in their charge, ensuring that all training and competing demands are not detrimental to the social, emotional, intellectual and physical needs of the athlete.
* safeguard and protect young athletes from harm and abuse.
* undertake their responsibilities with the aim to achieve GB Taekwondo’s mission, objectives and values.
* treat each other and all other parties with honesty, fairness and respect.
* display control, respect and professionalism to all involved with the sport.
* respect the rights, dignity and worth of all participants, regardless of their gender, ability, cultural background or religion.
* operate within the rules and spirit of the sport of taekwondo and encourage your athletes and colleagues to do the same.
* not verbally abuse officials or athletes; deliberately distracting or provoking are not acceptable or permitted behaviours in any sport.
* ensure that athletes’/colleagues’ time with you is a positive experience, and that all are deserved of equal attention and opportunities.
* place the safety and welfare of participants above all else.
* any physical contact with a young athlete/person should be appropriate to the situation and necessary for the athlete’s skill development – reference the safeguarding policy for best practice.
* use language in public or group situations that is always appropriate and socially acceptable.
* work equally hard for yourself and the GB Taekwondo team.
* not participate in, support or promote any form of betting related to a competition (whether one in which you are directly involved in or is taking place in any sport at a competition).
* not manipulate any results – to fix or plan or otherwise influence the result, progress, outcome, conduct or any other aspect of a competition.
* not accept any gifts, rewards or hospitality from any organisation or individual with whom they have contact in the course of their work such that would cause them to reach a position whereby they might be, or might be deemed by others to have been, influenced in making a business decision as a consequence of accepting such gifts or hospitality. Similarly, members of an employee’s family should not receive such gifts or hospitality from actual or potential contractors or suppliers to GB Taekwondo (for full guidance please refer to the GB Taekwondo’s Bribery and corruption policy).
* refrain from the excessive consumption of alcohol and, refrain from the consumption of any alcohol during all competitions, except with the express prior permission of the Performance Director. (Note: consumption of alcohol is forbidden for athletes/staff under age as defined by UK law).
* not smoke. This is prohibited by athletes, support staff and coaches whilst en route, prior to during or following a competition, training session or camp.
* respect the customs of the country you visit and observe the relevant practices and etiquette.
* avoid actual or perceived conflicts of interest and, if in doubt, discuss any concerns. Conflicts of interest should be disclosed to personnel on a register on a yearly basis and updated as and when necessary.
* doing anything that might adversely affect the reputation of GB Taekwondo or bring GB Taekwondo into disrepute, outside of work.
* apply the policies, rules and guidelines of GB Taekwondo whether on or off the premises or at any event that is linked in any way with GB Taekwondo.
* respect the confidentiality of information about GB Taekwondo, its staff and athletes.

**Social media**

In relation to social media you will be responsible for your behaviour when using the internet. Please see Safeguarding Appendix 17: E-Technology Policy for comprehensive guidance.

Things posted online can be seen by lots of people (the public) and can stay online forever. This is known as a “**digital footprint**”. It is a trail of information that people follow and can learn a lot from; these people may or may not be known to you. “**Footprints**” can show people at their best or their worst, and posts can have serious consequences.

**Think before posting.** **Pause...take a moment to think about what you post to help prevent silly mistakes.** For example, would you be happy to see what you post on an advertisement board, where your friends, parents, family, neighbours could see it? If not, think twice about sharing online!

Things shared with friends as a joke may not be taken as a joke by others. Think about how content posted may be judged by others, i.e. would it impress a teacher, tutor or future employer, or could it cause offence? Will these people think positively of you, your sport, your team etc?

As a general rule always consider:

* Am I commenting only about myself?
* Would I be happy for this comment to be quoted wider, i.e. in a newspaper?
* Will this comment reflect positively upon me, my sport, my team?

You will:

* be mindful of the content of any postings on social media sites and apply the highest security and profile settings.
* never “tweet” or post when you are angry!
* not deliberately browse, download or upload material that could be considered offensive or illegal. If you accidentally come across any such material you will report it immediately to a member of staff.
* not send anyone material that could be considered threatening, bullying, offensive or illegal.
* not give out any personal information such as name, phone number or address of yourself or others.
* not reveal your passwords to anyone.
* not arrange to meet someone unless accompanied by a member of staff.

You understand that your use of the internet and other related technologies can be monitored and logged and can be made available to the Team Manager/Performance or Operations Director.

This code of conduct has been discussed with [*please insert name*] who agrees to the terms of codes of conduct.

This form should be signed by the member of staff and returned to the HR Department at the address below.

**Name of staff member:** .......................................... **Signature:** ..........................................

**Dated:** ..........................................

Revised: February 2014 & March 2016