

Code of Conduct

1. Purpose	1
2. Introduction	1
3. Our Standards	1
4. Review and maintenance	3

1. Purpose

It is the policy of Fair Game UK that certain rules and regulations regarding our peoples' conduct are necessary for efficient business operations and for the benefit and safety of all volunteers. This policy should be read in conjunction with our Respect Policy.

2. Introduction

Fair Game UK are grateful to all of the volunteers who give their time and skills to support our mission. In order to ensure that the organisation is something to be proud of, and where people will give their support, all volunteers need to follow the Fair Game UK Code of Conduct. Conduct that interferes with operations, discredits Fair Game UK or that is offensive to people connected with Fair Game, including donors, members and other stakeholders, will not be tolerated and will be dealt with as a Breach, which is covered in 3.6 below.

3. Our Standards

3.1 General Conduct

- Fair Game UK volunteers are obliged to create and maintain an environment that promotes implementation of Fair Game UK Code of Conduct. Volunteer supervisory roles at all levels have a particular responsibility to support and develop systems that maintain this environment;
- Fair Game UK volunteers are required to act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which volunteers do not have relevant expertise;
- Fair Game UK volunteers are required to act in the best interests of the organisation at all times;
- Fair Game UK volunteers are required to meet the standards in our policies, processes and procedures.

3.2 Independence

- Volunteers are required to act independently and ethically, particularly in relation to assets, property, legal and regulatory obligations. We have a zero-tolerance policy towards fraud, bribery and corruption (including money laundering and funding terrorism);

- Volunteers should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the charity or other volunteers;
- Volunteers must not act in order to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for;
- Volunteers should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role. Any gifts or hospitality received in any connection to Fair Game UK should not exceed the value of £25 or should be declared to the Board (refer to the Policy Conflicts of interest and Gifts Hospitality Policy). No gifts with a value of over £250 should ever be accepted.

3.3 Volunteer roles

Volunteers should:

- Understand and perform their roles and responsibilities to the best of their abilities at all times;
- Be prepared to provide adequate time and commitment as required to fulfil the role of volunteers, adequately preparing for meetings, and participating in committees and special events when required;
- Respect all people equally. We have an ethical and legal responsibility to celebrate and champion equality and diversity. We have a zero-tolerance policy towards harassment, bullying, abuse, discrimination, exploitation, or violence;
- Handle all confidential and sensitive information with the greatest care; specially to protect data relating to people who use our services. This includes following the Data Protection Act and our policy.

3.4 Supervisory roles volunteers within Fair Game UK

Supervisory roles volunteers should:

- Aim to support volunteers in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the charity should conduct themselves in order to reflect the values of the organisation;
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence;
- Not discriminate on the basis of an individual's race, colour, religion, sex, sexual orientation, age, physical or mental disability, marital status, ethnicity, military or veteran status, gender identity, genetic characteristics, ancestry, pregnancy, childbirth, or any other legally protected characteristic;
- Aspire to promote equal opportunity in hiring and to prohibit discrimination on the basis of an individual's race, colour, religion, sex, sexual orientation, age, physical or mental disability, marital status, ethnicity, military or veteran status, gender identity, genetic characteristics, ancestry, pregnancy, childbirth, or any other legally protected characteristic.

3.5 Legal Requirements and Policies

Volunteers must:

- Promote and preserve the obligations of confidentiality about sensitive matters. However, the requirement for confidentiality may not apply if it becomes necessary for the volunteers to inform the Charities Regulator or any other statutory body about any matter, which could threaten the future of the charity or could represent a breach of any law with which the charity is required to comply;
- Abide by the organisation's conflict of interests policy and ensure the charity's conflict of interest register is completed and updated as required;
- Abide by all relevant policies;
- Report concerns of safeguarding issue committed by a fellow worker, whether or not the person is affiliated with Fair Game UK. Volunteers shall report the concerns through the procedures outlined in Fair Game UK Safeguarding Policy. Safeguarding issues, corruption, and other abuse by Fair Game UK volunteers constitute serious breaches of Fair Game policy, and will normally lead to immediate termination of a role within the organisation.
- Ensure that claims for out-of-pocket expenses are only made in accordance with agreed procedures;
- Comply with applicable laws of the United Kingdom, as well as applicable laws in the country in which they are present (for example, when travelling on official business).

3.6 Breach

Where a person is found to be in breach of the standards outlined by the board in its Code of Conduct or other policies, he or she will be asked to meet with their supervisor, the CEO or Chair of the board to assess his or her suitability for the role. Consistent or serious breach of the Code of Conduct by one of our people may result in their role being terminated.

If you are aware of a breach, then you should raise this with your supervisor or the CEO. Normally the CEO, or sometimes the Chair, will lead an investigation. If you wish to remain anonymous you should make sure you tell the person with whom you are raising this, but depending on the nature of the breach this will not always be possible. They will talk to the person who you name as having committed a breach.

Where such a breach relates to a Director or a role covered within the Articles of Association, if the CEO and Chair both deem the breach to be of sufficient severity, the process followed for removal will be as set out within the Articles.

Where a breach also constitutes an offence that we have a duty to report to the Police, we will do so.

4. Review and maintenance

The Code of conduct was refreshed and approved in September 2022. It is next due to be reviewed in September 2024.