



**Scottish Canoe Association
Comann Curach na h-Alba**

Code of Conduct

Last approved by Board: 15th February 2022

Effective from: 15 February 2022

Last updated by: CEO (SS)

Purpose of policy: To explain the expected behaviour and conduct applying to members, staff and volunteers. It also sets out what is not acceptable along with the process for handling any breaches of the code.

SCA Code of Conduct - for SCA Members, Staff & Volunteers

The purpose of the Code of Conduct is to create and maintain an environment in which members, staff and volunteers can go about the Association's business free from discrimination, harassment, bullying and other unacceptable behaviour.

The Code of Conduct:

- Sets out the standards required by SCA as a condition of membership, employment or appointment.
- Applies to all members, staff and volunteers, irrespective of their membership type, job or appointment.
- Is intended to guide behaviours in the sport and to remind all involved in the sport and the SCA not to take any action that could impact on or harm the sport or the SCA.

Relevant policies include the SCA Equality Policy and the Anti-Bullying and Anti-Harassment Policy. Please see the SCA website for details of these policies. Members/Employees/Volunteers are expected to exercise their own judgement (which should be made in such a way as to be reasonably justified) to meet the requirements of the code and seek advice if in doubt.

You Should:

- Respect the rights, dignity and worth of others without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race, ethnic origin, nationality, colour, socioeconomic status or sexual orientation.
- Treat others with respect so that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.
- Conduct yourself with consideration for the safety, comfort and welfare of others.
- Behave with discretion when discussing individuals and avoid publicly criticising them in a way which they may find demeaning.
- Abide by other applicable SCA and British Canoeing policies.
- Respect the opinions and decisions of those in a position of leadership and/or responsibility.
- Report discrimination in whatever form it takes.
- Shall promote the reputation of the sport in Scotland and take all possible steps to prevent it from being brought into disrepute.

You Should Not:

- Behave in any way which involves or could be construed as abuse of any kind, whether it be sexual, physical, emotional, neglectful or bullying.
- Disclose or authorise to be disclosed, or use for personal gain or to benefit a third party, confidential information except with the permission of the SCA, or as required by Legislation.
- Misrepresent or withhold information relating to SCA activities, systems or services (unless lawfully bound by a duty of confidentiality not to disclose such information), or take advantage of the lack of relevant knowledge or inexperience of others.
- Publish, or cause to be published, comments about any ongoing SCA disciplinary process.
- Do anything which adversely affects the sport in Scotland or the SCA.

Breaches of the Code of Conduct

Any breach of this Code of Conduct should be notified to the SCA General Secretary. The SCA General Secretary shall be entitled to take such steps as they see fit to monitor compliance and/or investigate any alleged breach of this Code of Conduct and all members, clubs and associates shall cooperate with the same. Any alleged breach will be considered under the SCA Disciplinary procedures. Refer to the SCA website www.canoescotland.org for details of other SCA Policies and the SCA Articles of Association.