

## Executive Committee Code of Conduct

### Introduction

Members of Swindon Dolphin ASC Executive Committee have a responsibility to lead and manage the Club to the best of their ability for the benefit of all Swindon Dolphin members.

To successfully undertake this role they must maintain standards of integrity and confidentiality.

This CoC provides a framework to establish a professional Management Team that will be recognised by all Swindon Dolphin Members. The Executive Code of Conduct should be viewed in conjunction with the Members Code of Conduct (SDP011), and as members of the club, Executive Committee members are bound by both documents.

### 1. Integrity

- a. Swindon Dolphin ASC Executive Committee will refrain from public criticism, direct or indirect, of other Executive Committee Members, Officers of the Club or Club Members. This includes both personal and social media platforms which includes (but not limited to) Facebook and Twitter.
- b. Once decisions have been taken, members will be open and honest with each other. Officers and all Executive Committee Members will positively implement decisions as one Team.
- c. Any differences of opinion will be dealt with on a personal basis, in confidence and in private.
- d. Any disputes, disagreements and/or grievances should be reported using the Feedback Procedure SDOP008.
- e. All Swindon Dolphin Executive Committee members will adhere to, and follow all club procedures / policies and any other documentation pertaining to their roles & responsibilities within the club. All such information can be sourced within SDOP1000, and it is the responsibility of each Executive Member to make themselves familiar with this document and raise any questions / concerns or change requests back to the committee.
- f. Executive Committee members have a responsibility to act upon, and conclude any actions or assignments which have been agreed and allocated to them during committee meetings. In the event an action or assignment cannot be concluded within the agreed timescales, this should be communicated to the Management Team at the earliest possible convenience.

### 2. Confidentiality

- a. Members of the Executive Committee must retain confidential sensitive information, which they are made aware of in their role as Officers of the Club or Committee Members. They must understand what is confidential and not divulge such information to a third party without prior agreement.