



Code of conduct for all BPA volunteers

Introduction

As the National Governing Body for sport parachuting in the United Kingdom, British Parachute Association Ltd (BPA) maintains and promotes the highest standards of safety and training in the sport. BPA highly values its volunteers' contribution to the sport's development and furthering BPA's mission.

This Code of Conduct is designed to set out the standards of behaviour that BPA expects from you. It also safeguards you from potential wrongdoings. Breach of the Code of Conduct may result in commencement of disciplinary proceedings.

Compliance with the Code of Conduct is one condition of your involvement with BPA and should be regarded as a minimum standard which you should uphold. If you are unsure whether a decision you are about to make will breach the Code of Conduct or any of the BPA's policies, consult with your immediate BPA supervisor/chair or the BPA's Secretary-General. By working within the guidelines of the Code of Conduct you will be contributing to the success of the BPA.

The rules set out in this Code of Conduct may be amended under the authority of the Council (Board of Directors) of BPA at any time without notice and at its sole discretion and such amendments shall be effective from the date stated. All volunteers should refer to the latest version of the Code of Conduct for the most up to date terms. The rules in this version supersedes any other version.

Responsibilities

1. As a volunteer of a National Governing Body of Sport, you owe a duty to BPA members and participants to act with propriety and in an accountable and transparent fashion.
2. You must not bring the sport of parachuting or the BPA into disrepute or otherwise act in a manner incompatible with any stated aims and objectives of BPA.
3. You should act with integrity and genuine interest in BPA's mission, vision and values.
4. You must uphold BPA's principles and the general rules of good governance. Those are:
 - (a) Respect the rights of all employees, volunteers and BPA members and ensure fair treatment from any discrimination.
 - (b) Maintain an open mind to take criticisms and respond in a courteous and respectful manner.
 - (c) Actively participate in discussions and give constructive feedback to the team.

5. Safety is a paramount consideration of the decisions that relate to our sporting activities. You must therefore always have regard to the rules set out in the BPA's Operations Manual which, in the event of conflict, precedes this Code of Conduct.

6. You should exercise independent judgement at all times and do not allow your sound decisions to be compromised. Similarly, you must not encourage anybody to act in a way that could conflict with the rules or values of BPA.

7. If acting as a director or shadow director, your primary duty is owed to BPA. However, this duty must be balanced against your duty to act in the best interest of BPA members. You must also be aware of your general duties set out in Part 10, Chapter 2 of the Companies Act 2006, in particular s.172:

"A director of a company must act in the way he considers, in good faith, would be most likely to promote the success of the company for the benefit of its members as a whole and in doing so have regard (among other matters) to -

- (a) the likely consequences of any decision in the long term,
- (b) the interests of the company's employees,
- (c) the need to foster the company's business relationships with suppliers, customers and others,
- (d) the impact of the company's operations on the community and the environment,
- (e) the desirability of the company maintaining a reputation for high standards of business conduct, and
- (f) the need to act fairly as between members of the company."

8. You have a duty to avoid conflicts of interest and where this is not possible, to declare any conflicts of interest that have arisen. You must declare conflicts of interest as soon as practicable. You may be asked to abstain from a decision or completely withdraw from a task where your conflicts of interest may give rise to actual or potential bias.

9. Your duty to act with integrity and propriety at all times extends to claiming allowances and expenses. All claims must be reasonable and, when required, justified. Excessive or unjustified claims shall not be covered.

10. All confidential material, information or discussions must not be disclosed to any third parties. However, maintaining confidentiality should not compromise you with respect to any laws. For instance, if there is a real likelihood that serious physical or mental harm will be caused to a person(s), you can override the requirement for confidentiality and may take appropriate steps, with the full knowledge of the BPA Secretary-General.

11. You are responsible for your own professional and personal development and ought to continually develop and refresh knowledge and skills to ensure any contribution is informed and relevant. You must also take the necessary steps to familiarise yourself with the skills and knowledge that you require to fulfil your tasks. BPA regularly provides or facilitates training, seminars and workshops which may assist you in that regard. Participation at such events is highly recommended.

12. BPA recognises that the Internet provides a unique opportunity to participate in interactive discussions and share information using a wide variety of social media, such as Facebook, Twitter, and blogs. However use of social media in both a personal and volunteering capacity can present risks to BPA's confidential information and reputation,

and can jeopardise its compliance with legal obligations. To minimise these risks, you are required to adhere to the Social Media Policy (SMP) set out below. This SMP applies to the use of social media for both personal and official BPA purposes, whether during volunteering hours or otherwise.

- 12.1 Social media is defined as a type of interactive online media that allows parties to communicate instantly with each other, or to share data in a public forum. This includes online social forums such as Twitter, Facebook, Linked-In, Internet newsgroups, and chat rooms. Social media also covers blogs and video- and image-sharing websites such as YouTube and Flickr. There are many more examples of social media than can be listed here and this is a constantly changing area. This SMP refers to the examples listed, and any new social media which is developed in the future.
- 12.2 You are expected to behave appropriately and responsibly, and should be aware that posting information on social networking sites in a personal capacity cannot be entirely isolated from your role as a volunteer and representative of BPA. Any information shared on the Internet can be accessed world wide and is therefore public.
- 12.3 Any communications that you make through social media must not:
 - (a) Bring BPA into disrepute, for example by:
 - making defamatory comments about individuals or other organisations/groups;
 - posting images that are inappropriate or links to inappropriate content; or
 - using offensive language.
 - (b) Breach confidentiality, for example by:
 - referring to confidential information about an individual (such as a BPA member) or the BPA Council.
 - (c) Do anything that could be considered discriminatory against, or bullying or harassment of, any individual or group of individuals, for example by:
 - making offensive or derogatory comments relating to sex, gender - reassignment, race (including nationality), disability, sexual orientation, religion or belief or age;
 - using social media to bully another individual; or
 - posting images that are discriminatory or offensive or links to such content.
 - (d) Contravene the BPA's policies or manuals.

The above examples are not a definitive list of the misuse of social media, but are examples to illustrate what misuse may look like. You are encouraged to talk to your immediate BPA supervisor/chair or the BPA's Secretary-General and seek advice if you are unclear.

Please complete and return this declaration to BPA HQ

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I confirm that I have read and understand the Code of Conduct for all BPA volunteers and that I will do all I can to uphold it.

Name _____

Volunteer capacity _____

Date of becoming
a volunteer
(new volunteers only) _____

Signature _____

Date _____