





Directors – Code of Conduct

Sport England Tier 3 represents the top level of **mandatory governance requirements**. Trafford Leisure Board have agreed to adopt this governance structure to ensure the standards are of the highest level.

As a Director of Trafford Leisure CIC you will ensure that you abide by the fundamental values that underpin Trafford Leisure CIC. These are:

 <p>Making A Difference</p> <p>We are passionate about making a difference in our community, continuously moving forward, innovating and improving.</p> <p>We do the right thing even when its not the easiest. We believe that injury can be avoided by safe working practices, accountability and leadership and we can all make a difference to this.</p>	 <p>Openness & Honesty</p> <p>We are honest, open, ethical and fair. We are real.</p> <p>We say what we think, when its in the interest of Trafford Leisure and through our own actions and behaviors we ensure a culture of openness.</p>	 <p>Valuing Diversity</p> <p>We know it takes people with different ideas, interests and cultural backgrounds to make a success. We encourage difference of opinion and value healthy debate.</p> <p>We are big hearted and compassionate.</p>	 <p>Empathy & Energy</p> <p>We bring joy and energy to the workplace. We are not shy to ask for help and demonstrate an ability to grow and learn from our mistakes.</p> <p>We are people curious, with a desire to understand and support others.</p>
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Additionally, I agree to the following points:

Positive

- I will support the purpose of Trafford leisure CIC and consider myself its guardian.
- I will strive to establish respectful, collegial, and courteous relationships with all I come into contact within my role of Director.
- I will promote and support the principles of leadership by example.
- I will respect the role of the Chief Executive Officer if there are circumstances under which I will be working directly with Trafford Leisure Staff. There are clear guidelines for such working relationships and should these occasions arise I will inform the Chief Executive Officer in advance.

Responsible (Selfless, Accountable)

Everything Trafford Leisure does will be able to stand the test of scrutiny by the public, the media, and charity regulators, members, stakeholders, funders, Parliament and the courts.

- I will have a duty to comply with the law on all occasions in accordance with the trust placed in me and in such a way as to preserve public confidence in Trafford Leisure.
- I will be accountable for my decisions and actions to the public, funders and our customers. I must submit myself to what scrutiny is appropriate to my role.
- I will have a general duty to act in the best interest of Trafford Leisure as a whole. I will not do so in order to gain financial or other material benefits for myself, my family, my friends or any company I work for, come from or represent.
- I will not place myself under any financial or other obligation to outside individuals or companies that might seek to influence me in the performance of my role.
- As well as avoiding actual impropriety, I will avoid any appearance of improper behaviour.
- I will avoid accepting gifts and hospitality that might reasonably be thought to influence my judgement

Open and Honest (Objectivity)

These will be the hallmarks of all conduct when dealing with colleagues within Trafford Leisure and equally when dealing with individuals and institutions outside it. Trafford Leisure strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and Parliament.

- In carrying out my role, including making appointments (including Board member appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, I will ensure that decisions are made solely on merit.
- I will ensure that confidential material, including material about individuals, is handled in accordance with due care.
- I will be as open as possible about the decisions and actions that I may take. I will give reasons for the decisions made and restrict information only when the wider interest clearly demands.
- I will have a duty to declare any interests relating to my Board member role and to take steps to resolve any conflicts that may arise. Where private interests of a Board member conflict with their duties they must be resolved in favour of the Board role.
- I will make relevant declarations of interest in the different circumstances and roles that I play both within, and outside of, Trafford Leisure CIC.

In addition:

Protecting Trafford Leisure CIC Reputation

- I will not speak to the media or in a public forum as a Director of the Company without the prior knowledge and approval of the CEO or Chair.
- Once I have obtained consent, I will inform the CEO or Chair upon speaking as Director to the media or in a public forum.
- When I am speaking as a Director of the company, my comments will reflect the current organisational policy even when these are in conflict of my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the company and all those associated with it.
- I will respect the confidentiality of the company, board and individuals.

- I will take an active interest in the public image of the company, noting news articles, books, television programmes etc. regarding the company, similar company or important issues surrounding the company.

Conflicts of Interest

- I will always strive to act in Trafford Leisure's best interests
- I will always declare any conflicts of interest, or any appearance of a conflict of interest, as soon as it arises
- I will act as the Board deems necessary with regard to the judgement of conflicts of interest.

Enhancing Governance

- I will participate in induction, training and development activities as required.
- I will strive to identify good candidates to become Directors and assist in the appointment of such on the basis of merit.
- I will support the Chair in their efforts to improve leadership skills.
- I will support the CEO in their Executive role.

Leaving the Board

- I understand that a substantial breach of any part of this code of conduct may result in my removal from the Board.
- I will inform the Chair and CEO in advance in writing of any intention to resign from the Board, stating the reasons for my resignation.

I have the right to:

- Equal status and voting rights
- An induction programme and pack aiding the familiarisation with the Board and company.
- Raise any concerns about the company, its work or operations
- Receive training relating to any area of the Board's work.