



Burntisland Golf House Club
Dodhead, Burntisland
KY3 9LQ

Burntisland Golf House Club (BGHC) - Code of Conduct 2016-17

This Code of Conduct highlights the expectations of the Club in relation to the attitude and behaviour of members / staff and the “Duty of Care” to and from staff as they carry out their work. It is also an expectation that Committee Members will display at all times the professional standards of behaviour required of employers.

The Code of Conduct should hold to the values of BGHC as set out in its Vision:

BGHC will look to provide an enjoyable golfing and sociable experience to members, visitors and the local community. It will do this through an inclusive, environmentally friendly, safe, sustainable and fair approach, which will ensure the club’s long-term future.

Any alleged/perceived violation of this Code by any member/staff should in the first instance be reported in writing to the Committee where it will be followed up.

Code of Conduct for Staff and Associates:

- ☐ Professional and courteous at all times
- ☐ Punctual, efficient and constructive in their duties and interactions
- ☐ Willingness to undertake further professional training as required
- ☐ Duty of care to colleagues, members and visitors in relation to their health and well-being
- ☐ Compliance with legislation, policies and procedures as they affect their work and Club Vision
- ☐ Adopt a “can do” approach to their work/role

BGHC Duty of care to Staff:

- ☐ To ensure a Health and Safety Policy is in place and adhered to.
- ☐ To provide a safe working environment in line with Health and Safety standards.
- ☐ To ensure there are appropriate staffing levels within the constraints of the budget.
- ☐ Ensure there are appropriate ‘lone working’ arrangements in place particularly in relation to staff safety when cashing up and locking up at night.
- ☐ Ensure all staff undertake essential training for the post.
- ☐ To provide staff with opportunities for further training and professional development.
- ☐ Provide appropriate support to staff where there are unfounded allegations of misconduct.

Code of Conduct for BGHC Visitors and Members:

- ☒ Respect the rights, dignity and worth of every person.
- ☒ Help create an environment where everyone has an equal opportunity to participate.
- ☒ Help create and maintain an environment free of fear and harassment.
- ☒ Recognise the rights of everyone to be treated as individuals.
- ☒ Avoid engaging in any behaviour that constitutes any form of abuse (verbal, physical, sexual, emotional abuse, neglect or bullying).
- ☒ Discrimination on the grounds of sex, marital status, race, colour, disability, sexuality, age, religion or political opinion not in keeping with BGHC values.
- ☒ Challenge any form of discrimination or prejudice.
- ☒ Publicly criticising or engaging in demeaning descriptions of others is unacceptable.
- ☒ Complaints and suggestions should be submitted by e-mail/letter or suggestion box to the committee and not in person to Committee.
- ☒ Play in accordance with the rules of golf.
- ☒ Adhere to the BGHC Bye-laws.

Code of Conduct for Committee Members:

- ☒ Develop relationships based on openness, honesty, mutual trust and respect.
- ☒ Avoid any behaviour that constitutes any form of abuse (verbal, physical, sexual, emotional abuse, neglect or bullying).
- ☒ Always try to work in an open environment (e.g. avoid private or unobserved situations).
- ☒ Promote the welfare and best interests of members and staff.
- ☒ Be familiar with the organisation's Child Protection Policy and Procedures.
- ☒ Report any concerns you may have in relationships or behaviour to the Captain / Vice Captain.
- ☒ Demonstrate proper personal behaviour and conduct at all times.
- ☒ Be fair and honest with all.
- ☒ Always emphasise that well-being and safety are more important than performance.
- ☒ Promote the positive aspects of golf (eg. fair play, honesty and etiquette).
- ☒ Attend appropriate training to enable you to keep up-to-date with your role and matters relating to the welfare of children.

Alastair Maxwell

Captain

December 2016