



## Burntisland Golf House Club (BGHC) Code of Conduct Policy 2025/2026

This Code of Conduct highlights the expectations of the Club in relation to:

- The attitude and behaviour of members and staff.
- The “Duty of Care” to and from staff whilst at work.
- The professional standards of behaviour required of Committee Members.

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

### **BGHC Duty of Care to Staff:**

- To ensure adherence to BGHC Health and Safety Policy and a safe working environment.
- To ensure appropriate staffing levels within the constraints of the budget.
- Ensure appropriate ‘lone working’ arrangements, in relation to staff safety when cashing up and locking up at night.
- Ensure all staff undertake essential training for the post.
- Provide staff with opportunities for further training and professional development.
- Provide support to staff where allegations of misconduct are not established, or are unfounded.
- 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 including verbal, physical, sexual, emotional abuse, neglect or bullying.
- Avoid and report 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 to the 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 behaviour that constitutes any form of abuse including 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 BGHC Child Protection Policy and Procedures and attend appropriate training to maintain role relating to the welfare of children.
- Report any concerns regarding relationships or behaviour to the Captain, Vice Captain or Managing Secretary.
- Demonstrate proper personal behaviour and conduct at all times.
- Always emphasise that well-being and safety are more important than performance.
- Promote the positive aspects of golf (e.g. fair play, honesty and etiquette).
- Be fair and honest with all

**Steve Stevenson**

**Captain**

**December 2025**