

## Content:

A Code of Conduct defines a common standard of behaviour, setting out the rules for how Table Tennis England (TTE) Board members are expected to behave both towards each other and when carrying out duties on behalf of the Board. This Code of Conduct for TTE Board Directors has been written in order to help all Directors simultaneously meet high standards of professionalism, ethics and lays down what is expected of them.

## Glossary:

Stakeholders include but not exhaustive: TTE Board, staff, committees, funding bodies, sponsors, members & volunteers.

## Detail

### 1.0 Introduction

#### 1.1 Compliance

A TTE Board Director must at all times comply with laws, articles of association, regulations, policies and procedures as well as the Board Guidance pack.

#### 1.2 Nolan Principles

All TTE Board Directors shall follow the Nolan Principles. The Nolan Principles are the basis of the ethical standards for public office holders.

The Nolan Principles are:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

### 2.0 Purpose

Table Tennis England requires its Directors to adhere to this Code of Conduct. The Board's effectiveness is critical to the success of the organisation, and the behaviour of individual Board members is a major factor in the effectiveness of the Board.

The Board leads by example, promoting and upholding values and standards of behaviour for the whole organisation. Individual Board member's behaviour may have a significant influence on the reputation of the organisation, the confidence and trust that stakeholders have in it, and the working relationships and morale within it.

Board members come from all walks of life and often from different cultural and ethnic backgrounds. The Code defines a common standard of behaviour, setting out the rules for how Board members are expected to behave both towards each other and when carrying out duties on behalf of the Board.

The rules of conduct set out in this Code are important for the following reasons:

- Having an agreed way of behaving towards each other and working together will help the Board to conduct its business efficiently and effectively, particularly when there are difficult issues to tackle.
- The Code of Conduct gives Board Members guidance on expected behaviour of a TTE Board Director.
- An agreed set of rules enables the Board to deal impartially and effectively with any incident of inappropriate behaviour by one of its members.
- A written Code of Conduct helps the Board to fulfil its commitment to conducting its business in an open and accountable way, with clear policies and procedures.

### **3.0 Table Tennis England Board Director Conduct and behaviour**

All TTE Board Directors shall:

- Be prepared to commit the necessary amount of time and attention to fulfil the role.
- Attend meetings and other appointments on time, well prepared or give apologies.
- Be respectful of others, listen to opinions, respect different ideas and thoughts.
- Not use language, verbal or written, that is derogatory or discriminatory.
- Recognise that, as a member of the Board, has individual and collective responsibility for the exercise of sound judgement on behalf of Table Tennis England.
- To ensure that the Board fulfils its key purpose of safeguarding and improving the success of Table Tennis England – avoiding bringing the organisation into disrepute.
- Be diligent in discharging duties to Table Tennis England and acquire a broad knowledge about the organisation and the statutory and regulatory requirements affecting company direction.
- Respect Confidentiality – understanding what confidentiality means in practice for TTE, its board and the individuals involved with it.
- Always assist the Board to embody the TTE Vision, Mission, Values and Strategy.
- At all times act honestly and in the best interest of the organisation in the exercise of all responsibilities as a Director ensuring acting independently in a personal capacity and not representative of any other group.
- Manage conflicts of interest effectively by abiding by TTE conflicts of interest policy.
- Be prepared, if necessary, to express disagreement or opinions with fellow board directors or Senior Leadership Team.
- Adhere to the hierarchy of staff communication acknowledging that the Board do not manage the staff, this is part of the role of the CEO and communications between Board Members and staff are to follow agreed route.
- Be prepared to accept majority decisions - making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- Act at all times in a manner which is not considered or defined as bullying, harassment or intimidation.

### **4.0 Discipline**

- Board Directors are expected to honour the content and the spirit of this code. I understand that if I fail to abide by this code of conduct, I may be asked to resign by the board or face disciplinary proceedings.

This Code must be read in conjunction with the Policies and Procedures of Table Tennis England as identified in the associated documents.

### 5.0 TTE Board Director Declaration

I have read, understood and agree to abide by this Board Code of Conduct.

**Name:**

**Signature:**

**Date:**

| <b>Associated Internal Forms</b>                  |   |
|---|---|
| 1   | Articles of Association - <a href="https://tabletennisengland.co.uk/compete/rules-regs/articles-of-association/">https://tabletennisengland.co.uk/compete/rules-regs/articles-of-association/</a>                               |
| 2   | Table Tennis England Regulations – <a href="https://tabletennisengland.co.uk/compete/rules-regs/laws/">https://tabletennisengland.co.uk/compete/rules-regs/laws/</a>  |
| 3   | Board Guidance Pack<br><a href="https://www.dropbox.com/sh/rg7x4p8807gy6cy/AAC3kletNNQE6Qr0MKUjY7a?dl=0">https://www.dropbox.com/sh/rg7x4p8807gy6cy/AAC3kletNNQE6Qr0MKUjY7a?dl=0</a>  |
| 4   | Conflict of Interest Policy   |
| 5   | Staff Disciplinary Procedures   |
| 6   | Staff Grievance Procedures  |
| 7   | Gifts & Hospitality Policy  |
| 8   | <i>Diversity policy (to be finalised)</i>   |
| 9   | Guideline on Safe Use of Social Networking  |
|   |   |
|   |   |
|   |   |
| <b>Associated External Guidance / Legislation</b> |   |
| 1   | A Code for Sports Governance -<br><a href="https://www.dropbox.com/s/6frs11mpch1w4rp/A%20Code%20for%20Sports%20Governance.pdf?dl=0">https://www.dropbox.com/s/6frs11mpch1w4rp/A%20Code%20for%20Sports%20Governance.pdf?dl=0</a> |
| 2   | Nolan Principles -  |

### Training on this procedure is required for

- All Board Directors

### Review:

| The procedure is reviewed every two years or updated as and when necessary. The next review is: December 2022 |             |      |           |
|---|-------------|------|-----------|
| <b>Procedure Updates</b>  |             |      |           |
| Issue No.   | Description | Date | Action By |



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|---------|---------------|--|--|
| 1 draft | New procedure |  |  |
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