



Regulation 5.1 – Volunteer & Staff Code of Conduct

Effective date: June 2025

Acknowledgements

MUSC CIC would like to express our thanks to the following organisations who have assisted in the development of this policy

POLICY STATEMENT

Mariners United Sporting Club CIC (MUSC CIC) is committed to creating a positive, respectful and inclusive environment in which all participants, staff, volunteers, partners and members of the public are treated with dignity and fairness. This Code of Conduct sets out the standards of behaviour expected of all volunteers and staff when acting on behalf of MUSC CIC.

All individuals representing MUSC CIC have a responsibility to uphold the organisation's values, protect the welfare of participants, and act in a manner that maintains public trust and confidence in the organisation.

1. INTERPRETATION

For the purposes of this regulation, staff refers to any individual employed by or contracted to MUSC CIC. Volunteers refers to individuals who give their time and services without remuneration. Participants includes athletes, players, learners, children, young people and adults engaged in MUSC CIC activities. Acting on behalf of MUSC CIC includes any situation where an individual is representing, delivering, supervising or supporting MUSC CIC activities, whether in person or online.

This Code applies at all times when individuals are engaged in MUSC CIC activities, events, meetings, training sessions, travel, communications or online interactions connected to the organisation.

2. PROFESSIONAL CONDUCT

Staff and volunteers are expected to act with honesty, integrity and professionalism always. Behaviour should be respectful, courteous and inclusive, and should not bring MUSC CIC into disrepute. Individuals must conduct themselves in a way that reflects positively on the organisation and its values, including fairness, respect, inclusion and community cohesion.

Discriminatory, abusive, intimidating or offensive behaviour, whether verbal, physical or online, will not be tolerated. This includes behaviour based on protected characteristics such as age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.

3. SAFEGUARDING AND WELFARE

Safeguarding the welfare of children, young people and vulnerable adults is a core responsibility of all staff and volunteers. Individuals must familiarise themselves with and comply with MUSC CIC's Safeguarding Policy and related procedures.

Staff and volunteers must always maintain appropriate professional boundaries and must not engage in behaviour that could be misinterpreted or place themselves or others at risk. Physical contact must be appropriate, necessary and proportionate to the activity being delivered. Any safeguarding concerns, disclosures or allegations must be reported immediately in accordance with MUSC CIC safeguarding procedures.

4. POWER, TRUST AND RESPONSIBILITY

Staff and volunteers must recognise the position of trust they hold and must not abuse their role for personal gain or advantage. Favouritism, coercion, manipulation or exploitation of participants is strictly prohibited. Individuals must not form inappropriate relationships with participants or use their position to influence, control or intimidate others.

5. HEALTH, SAFETY AND RISK

Staff and volunteers have a duty to take reasonable care for their own health and safety and that of others who may be affected by their actions. Individuals must comply with MUSC CIC health and safety policies, risk assessments and event procedures. Hazards, near misses and incidents must be reported promptly to the appropriate person.

6. COMMUNICATION AND ONLINE BEHAVIOUR

All communication on behalf of MUSC CIC must be appropriate, professional and respectful. This includes verbal communication, written correspondence, digital messaging and use of social media. Staff and volunteers must not engage in private or secretive communication with children or young people outside approved channels. Online behaviour must reflect the same standards as face-to-face interactions. Individuals must not post, share or comment on content that could damage MUSC CIC's reputation or compromise safeguarding, confidentiality or data protection requirements.

7. CONFIDENTIALITY AND DATA PROTECTION

Staff and volunteers must respect confidentiality and handle personal information responsibly. Personal data must only be accessed, used or shared where necessary for legitimate organisational purposes and in accordance with MUSC CIC's Data Protection & GDPR Policy. Confidential information must not be disclosed without proper authorisation.

8. ALCOHOL, DRUGS AND SUBSTANCE USE

Staff and volunteers must not be under the influence of alcohol or non-prescribed drugs when delivering or supporting MUSC CIC activities. The use, possession or distribution of illegal substances while acting on behalf of MUSC CIC is strictly prohibited and may result in immediate disciplinary action.

9. GIFTS, HOSPITALITY AND CONFLICTS OF INTEREST

Staff and volunteers must not accept gifts, hospitality or benefits that could reasonably be perceived as influencing their judgement or decision-making. Any potential conflicts of interest must be declared in accordance with MUSC CIC governance procedures.

10. BREACHES AND DISCIPLINARY ACTION

Failure to comply with this Code of Conduct may be treated as a breach of MUSC CIC policies and may result in disciplinary action. This may include warnings, suspension, removal from role or referral to relevant authorities, depending on the nature and seriousness of the breach. Safeguarding concerns will be managed in line with MUSC CIC safeguarding procedures and may involve external agencies where required.

11. REVIEW AND COMPLIANCE

This Code of Conduct shall be reviewed annually by the MUSC CIC Board or sooner if required due to changes in legislation, guidance or organisational activity. All staff and volunteers are required to confirm that they have read, understood and agree to comply with this Code as a condition of their involvement with MUSC CIC.

12. RELATED DOCUMENTS

This Code of Conduct should be read in conjunction with MUSC CIC's Safeguarding Policy, Data Protection & GDPR Policy, Photography & Video Consent Policy, Health & Safety Policy and Complaints and Disciplinary Procedures.