

1. Introduction

This Document sets out a code of conduct and behaviours to any persons who by virtue of their selection, nomination, employment or appointment agrees either

- i. To become a Director of British Ski and Snowboard Limited; or
- ii. To become a member of any British Ski and Snowboard Discipline or Technical Committees; or
- iii. To appear on any list or pre-list of Officials maintained by British Ski and Snowboard and relating to any of the Disciplines of skiing/or snowboarding; or
- iv. To be employed by BSS either as a salaried employee or as a Consultant on any Consultancy basis.

(Hereinafter referred to as 'an Official' or 'Officials' or 'the Official' (as appropriate))

This Code sets out the rights and obligations of any person who agrees to become an Official.

This Code constitutes a legally binding agreement between British Ski and Snowboard and an Official. Any person considering becoming an Official should read this Code carefully so as to understand then and if necessary seek independent legal advice. A person should not agree to be an Official unless they are able to fully comply with this Code.

British Ski and Snowboard acknowledges that most Directors and Discipline and Technical Committee members and Technical Officials participate in British Ski and Snowboard activities on a voluntary basis, and that they are committed to maintaining and improving the standing of British Ski and Snowboard and the sport of skiing and/or snowboarding nationally and internationally.

Although most Officials are volunteers BSS still expects all Officials (paid or unpaid) to be guided by the principles set out in Appendix 1 to this document.

2. Official Obligations

British Ski and Snowboard Officials shall:

- 2.1 comply with reasonable directions issued by the British Ski and Snowboard Discipline Committee and reasonable directions of the relevant Team Manager.
- 2.2 not be involved in nor persist with any conduct or activity that he/she knows or ought to have known may bring the Official, British Ski and Snowboard or the Sport into disrepute.
- 2.3 not be involved in any conduct or activity that he/she knows or ought to have known may harm the name or reputation of British Ski and Snowboard or any Sponsor of British Ski and Snowboard nor British Ski and Snowboard's relationship or contractual obligation with any British Ski and Snowboard Sponsor.
- 2.4 not knowingly be involved in a situation which may bring the Official into disrepute, contempt, scandal or ridicule.
- 2.5 Keep confidential all information relating or acquired as part of their duties as an Official and not use or divulge or communicate to any person (other than with the prior written consent of the BSS Board) any confidential information concerning the company, suppliers, business, accounts, know-how, research and development, finance or contractual arrangements or other dealings, transactions or affairs of BSS which may come to the Official's knowledge in the course of this Agreement, and the Official shall use their best endeavours to prevent the unauthorised publication or disclosure of any such information or documents.

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3. Code of Conduct

Officials shall observe the following:

- 3.1 Smoking by Officials is prohibited.
- 3.2 British Ski and Snowboard has a Dry Team Policy, which means that from the day upon which a Team is assembled until it is disbanded, no Official attached to that assembled Team is allowed to drink alcohol or to purchase or knowingly have alcohol in their possession without the consent of the Team Manager. This policy may only be relaxed for celebrations or other occasions involving (in either case) the Team as a whole at the discretion of the Team Manager.
- 3.3 Be sensitive to local codes and customs. This is a matter of particular importance at the international events where team members are present as guests of the host nation.
- 3.4 Be aware that any behaviour that may adversely affect another member of the team will not be condoned. Bullying, in particular, will not be tolerated. The same applies to any behaviour that may bring BSS or the nation itself into disrespect.
- 3.5 Ensure that emails, blogs, tweets and social media posts should at all times be dignified and in good taste and should not be discriminatory, offensive, hateful, defamatory or illegal and should not contain vulgar or obscene words or images. Officials should not be seen to support any media campaigns that contain any of the above.
- 3.6 Consult with BSS Head of Public Relations and or the CEO on any interaction that is likely to lead to press coverage including agreeing themes and messages to be communicated and providing Head of Public Relations with publications addressed, date discussion took place a record of conversation.

4. Safeguarding Children

All Officials must at all times:

- 4.1 Adhere to the BSS Child Safeguarding Policy and Procedures, May 2013, at all times.
- 4.2 Encourage children in a positive, child friendly manner, treating all young people equally and ensuring they feel valued.
- 4.3 Not discriminate, and will encourage all children not to discriminate on the grounds of age, gender, race, religion or belief, sexual orientation, ability or disability.
- 4.4 Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- 4.5 Be positive, approachable and offer praise to promote our objectives at all times
- 4.6 Consider the wellbeing and safety of athletes before the development of performance; never exert undue influence over athletes.
- 4.7 Ensure the safety of all children by careful supervision, proper pre-planning of activities, and using safe methods at all times
- 4.8 Avoid situations with athletes that could be construed as compromising and actions that could be construed as being outside their role.
- 4.9 Not let any allegations of abuse of any kind go unchallenged or unrecorded. Officials must record incidents of alleged abuse or poor practice on an Incident Sheet and report it to the Lead Welfare Officer immediately.

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- 4.10 Ensure Accidents are recorded on an Accident sheet, forwarded to the CEO and parents notified.
- 4.11 Not engage in a sexual relationship with a young person (under 18) for whom you are responsible
- 4.12 Be a role model, displaying consistently high standards of behaviour and appearance, refraining from smoking and consuming alcohol during BSS activities - adhere to Dry Team Policy
- 4.13 The welfare of the child will always be the paramount consideration as consistent with the Children Act 1989'.
- 4.14 Treat each other, adults and children, with dignity, respect, sensitivity and fairness.
- 4.15 Working in partnership with parents and children is essential for the protection of children

5. Sponsorship and Team Clothing

The purposes of this clause are to ensure the continued ability of British Ski and Snowboard to raise funds to finance the Team and the support services provided to the Team and for the benefit of present and future competitors.

Subject in all cases to Officials having been issued with Team Clothing then Team Members and Officials agree:

- 5.1 To wear only the sports clothing authorised and/or supplied by British Ski and Snowboard at all Team Appearances.
- 5.2 When the Official has personal clothing sponsorship arrangements, then the athlete will submit high level details of such arrangements to the Team Coach for approval and authorisation to comply with 5.1 above.
- 5.3 Not to wear or use any sports clothing, footwear or equipment other than as expressly authorised by British Ski and Snowboard at Team Appearances.
- 5.4 To keep all Official Team clothing, footwear or equipment as supplied to them and/or authorised by British Ski and Snowboard in good condition (allowing for fair wear and tear) and not to modify them in any way or attach anything to them and to ensure that the relevant authorised supplier's trade mark and/or name are clearly visible on the items.
- 5.5 Not to have tattooed or branded on their body any name, logo or design of any commercial entity.

6. Press Conferences

When attending a Team competitive event Official agrees to comply with the provisions of the any British Ski and Snowboard Media Protocols that exist and in any event to represent BSS in a positive fashion.

7. Attendance

An Official having accepted an invitation to any training or competition activity shall attend such activity promptly and fully. Once an Official has accepted an invitation or a role then they shall only be excused attendance for good reason (e.g. ill health or family bereavement) and then only when the earliest practicable notice is given in writing (preferably by fax or e-mail transmission) to the Team or Event Manager.

8. Specialised Equipment

British Ski and Snowboard agrees in good faith to present to the BOA any reasonable representations put forward by representatives of the Official in connection with a request for designation of any item as Specialised Equipment (as designated from time to time by the British Olympic Association, National Olympic Committee pursuant to the provisions of the Olympic Charter ("BOA")) provided that British Ski and Snowboard reserves the right upon prior notification to such representatives to oppose such request in discussions with the BOA.

9. Violations of this Code

It is understood that the provisions set out below relate to the grounds for the early termination of an appointment during its term and for addressing less serious violations of this Code

9.1 Where the British Ski and Snowboard Board of Directors shall have concerns regarding the behaviour of an Official (other than a Director of the Company), the following protocols shall normally be observed.

- 9.1.1 The Chief Executive shall on behalf of the British Ski and Snowboard Board of Directors write to the Official concerned setting out in details its concern.
- 9.1.2 A meeting shall be arranged between a representative of the British Ski and Snowboard Board of Directors, who shall not be the Board Director from that relevant Discipline Committee, together with the Chief Executive together with the Officials concerned to discuss in open the constructive fashion the issues of concern.
- 9.1.3 An action plan shall be produced by the Chief Executive (such plan if reasonably possible to have the consensus support of all persons attending the meeting) with a view to resolving the issues of concern. The Action plan shall set out a clear timetable, objectives and performance indicators (as appropriate) in order that all involved shall be under no misunderstanding as to the steps required to be taken.
- 9.1.4 Should there be any material failure to achieve any performance indicators within the timetable specified then the British Ski and Snowboard Board of Directors may consider addressing the matter in accordance with clause 9.3 below.

9.2 Where the British Ski and Snowboard Board of Directors shall have concerns regarding the behaviour of a Director of the Company, the following protocols shall normally be observed.

- 9.2.1 The Chairman of the Company shall on behalf of the British Ski and Snowboard Board of Directors write to the Director concerned setting out in details its concern. (Vice Chairman or Senior Independent in the case of the concerns being raised about the Chairman).
- 9.2.2 A meeting shall be arranged between the Chairman (or Vice Chairman), together with the Chief Executive together with the Director concerned to discuss in open the constructive fashion the issues of concern.
- 9.2.3 An action plan shall be produced by the Chief Executive (such plan if reasonably possible to have the consensus support of all persons attending the meeting) with a view to resolving the issues of concern. The Action plan shall set out a clear timetable, objectives and performance indicators (as appropriate) in order that all involved shall be under no misunderstanding as to the steps required to be taken.
- 9.2.4 Should there be any material failure to achieve any performance indicators within the timetable specified then the British Ski and Snowboard Board of Directors may consider addressing the matter in accordance with clause 9.3 below.

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9.3 The British Ski and Snowboard Board of Directors (or a person acting under the authority of the Board of Directors) may terminate an Official's appointment by giving written notice if the Official shall be guilty of gross misconduct or shall commit a serious or persistent breach of this Code of Code or of any of the rules or in accordance with paragraph 9.1.4 or 9.2.4 above.

9.3.1 An Official shall have a right of appeal in respect of the termination of their appointment in accordance with the provisions of the Section 10 set out below.

10. Appeal

If an Official shall receive notice of the termination of appointment in accordance with Clause 9 above, the Official shall have the right to appeal. Application must be made in writing to the Chief Executive. The appeal will be referred to the British Ski and Snowboard Board of Directors who will appoint a panel of up to three persons, who may but need not be members of the British Ski and Snowboard Board, to hear the appeal. Any appeal must be made in writing within ten working days from receipt of written notice of termination of the Team Member's Appointment.

Procedures for an Appeal hearing

Procedures at the hearing will be at the discretion of British Ski and Snowboard. An Official will be advised, normally not less than three working days in advance, of the applicable procedures. If on appeal the case is considered to warrant a lesser penalty or to be unproven, the Notice of termination may either be reduced to a lesser penalty or rescinded.

Gross Misconduct

If it is considered that the Official has committed an act of Gross Misconduct the Official's appointment will be liable to summary termination in accordance with Clause 9 above.

Examples of Gross Misconduct include:

- ◆ Wilful damage to British Ski and Snowboard property.
- ◆ Being under the influence of alcohol or drugs whilst performing duties for British Ski and Snowboard.
- ◆ Persistently behaving in a manner that the Board of Directors consider is likely to bring the name of British Ski and Snowboard in to disrepute
- ◆ Fighting, threatening or abusive behaviour.
- ◆ Unauthorised removal or retention of British Ski and Snowboard property.
- ◆ A criminal offence arising from or related to being on the Team.
- ◆ Any other criminal offence which may adversely affect the reputation of British Ski and Snowboard
- ◆ Falsifying records or expenses claims.
- ◆ Disclosing confidential information to any person without authorisation
- ◆ Serious breach of the Code of Ethics or the Child Protection procedures of any member association of British Ski and Snowboard

The foregoing does not represent a complete list of matters which may be regarded as Gross Misconduct but are given only by way of example.

PRINCIPLES TO BE ADOPTED BY BSS OFFICIALS:

Selflessness

Officials of the Company should act solely in terms of the interests of the entire Company, not a specific area. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Officials of the Company should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out their duties, including making appointments, awarding contracts, or recommending individuals for rewards and benefits, Officials of the Company should make choices on merit.

Accountability

Officials of the Company are accountable for their decisions and actions to all Company Members and must submit themselves to whatever scrutiny is appropriate to their role as a Company Director.

Openness

Officials of the Company should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Officials of the Company have a duty to declare any private interests relating to their Company duties and to take steps to resolve any conflicts arising in a way that protects the Members interest.

Leadership

Officials of the Company should promote and support these principles by leadership and example.