



**The Lord's Taverners Limited**

Charity Number 306054 (England and Wales)

Company Number: 582579

# Members' Code of Conduct

September 2020



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## 1. CEO Introduction

*I have always considered being a Member of this charity to be a privilege and a responsibility, long before I took up my current role. Indeed, most of our Members talk about how proud they are to be a Member. There is pride in the work we do and all that has been achieved by so many in the past 70 years. A shared aim of helping young people in need through sport has been founded on shared values and that starts with doing things in the right way.*

*We exist as a Charity to fulfil our objects as set out in our Articles:*

- *the promotion of amateur sport and in particular, but not limited to, cricket;*
- *to provide (in the interests of social welfare) or to assist in the provision of recreational facilities of those who have need of such facilities by reason of their youth, age, disability, financial hardship, social or economic circumstance; and*
- *the relief of those in need by reason of youth, age, ill health, disability, financial hardship, social hardship or other disadvantage*

*This we achieve through our cricket programmes including Wicketz, Super 1s, Table Cricket and Kit recycling and through our provision of minibuses for young people with disabilities.*

*Doing things right is not just an option – it is one of our most important values at The Lord's Taverners.*

*Being part of The Lord's Taverners means making a commitment to uphold our values and following the Code of Conduct outlined in this document.*

*I am delighted with your continued support as a Member of the Lord's Taverners.*

*Thank you for upholding our values and helping us to be the best Charity we can be.*

*Paul Robin – CEO*



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## 2. Introduction to the Code of Conduct

The Lord's Taverners is a registered charity and membership organisation (registered charity no. 306054). It is the UK's leading youth cricket and disability sports charity.

The Lord's Taverners is passionate about helping to create more opportunities for young disadvantaged and disabled people to take part in sport and recreation. Through continued expansion of our programmes and further investment in vital facilities and equipment, the Lord's Taverners help build inclusive communities and lay the foundations of a positive future.

The Code of Conduct has been developed for Members of The Lord's Taverners Limited. It has been approved by the Board of Trustees and is based on the ethical principles and core values of the charity.

As a Member of the Lord's Taverners you are expected to act at all times in the best interests of the Charity and to advance its purposes whenever you are acting in your capacity as a Member of the Charity.

## 3. Acceptance and Compliance

As a Member you agree to be bound by and to comply with this Code. You are expected to be familiar with its contents and any updates to it that are published from time to time.

Any future changes to this Code of Conduct shall be agreed and authorised by the Board of Trustees and, once the existence of such changes has been notified to the Members via the website or such other means the Trustees consider appropriate, thereafter, will be deemed to have been universally accepted.

## 4. Ethical Principles and Core Values

Enhancing the lives of disabled and disadvantaged young people is at the heart of Lord's Taverners. We achieve this by harnessing the world of Cricket to enable us to raise funds to develop and deliver our programmes. Our core values ensure that we use sport to make a difference to young disabled and disadvantaged people's lives.



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## The Core Values

**Togetherness:** We deliver fellowship through our regions and partnerships in the provision of our activities.

**Accountability:** We are all accountable for ensuring that the Lord's Taverners is fit for purpose and remains so.

**DiVersity:** We seek to create an organisation that reflects the diverse nature of our society and our beneficiaries.

**Social Impact:** We seek to make a difference to disadvantaged and disabled young people and we measure the impact that our programmes have to signpost how we spend our money.

## 5. Acceptable Behaviour

All Members should establish respectful and courteous relationships with others, providing constructive challenge and support where necessary. No one should use their position of authority to improperly influence other Members, volunteers, employees, partners, and/or others, or to bring the Lord's Taverners into disrepute.

## 6. Equal Opportunities, Harassment and Bullying

The Lord's Taverners is committed to creating an environment where everyone is treated equally, fairly, with dignity and respect, free of harassment and bullying.

There is no place for prejudice, discrimination, harassment or victimisation, whether intended or not, nor is there any place for malicious or vexatious behaviour. It is critical to be aware that it is how any such behaviour is received or perceived and not how it was meant, that matters.

The Lord's Taverners seeks to create an inclusive environment that celebrates and values everyone and will challenge unacceptable behaviour.

## 7. Confidentiality and Data Protection

As a Member of the Lord's Taverners, individuals are responsible for ensuring that they use and handle confidential or personal information relating to the Lord's Taverners in a secure and confidential way, in line with the prevailing Data Protection Law and the Lord's Taverners Data Protection Policy.



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Unauthorised disclosure of personal information held by the Lord's Taverners may be an offence under the Data Protection Act 2018 ("the Act"). Personal information can only be used for the purpose for which it was provided. Members should refer to the Privacy Policy that is published on the website.

Suspected or known breaches of confidentiality or the Act must be reported to the Chief Operating Officer. Failure to report such breaches will be considered a breach of this Code of Conduct, and can result in serious consequences for the Lord's Taverners as a whole.

## **8. Conflicts of Interest**

A conflict of interest can occur when the personal relationships, activities, investments or associations of any Member compromises (or leads to a risk that it might compromise) their judgement or ability to act in The Lord's Taverners' best interests. If a Member finds that they are in a position where they can influence or make decisions in relation to any activity of the Lord's Taverners (for example being on a committee, discussing options with a committee member, meeting with an employee, etc) it is important that any Member declares any relationships, activities, investments or associations that could create an actual, potential, or even perceived conflict of interest. Disclosure is to be made in line with The Lord's Taverners' Conflict of Interest Policy (Feb 2019).

## **9. Working with Employees**

The Chief Executive and Executive Team are ultimately accountable to the Board of Trustees. The management of the wider workforce is the responsibility of the Executive Team, under the leadership of the Chief Executive. In order to ensure that the Lord's Taverners is not compromised in terms of its employee relations, all Members must behave in a manner which is respectful of staff and the Executive, and in a way which is consistent with all of the Lord's Taverners' Articles, Bye-laws, Values, and this Code of Conduct.

If there are any concerns with regards to the performance, behaviour or competence of any employee, Trustee or volunteer, these should be reported to the Chief Executive, if it involves an employee who is not the Chief Executive, or the Chairman of Trustees if it involves the Chief Executive and, if appropriate, will be investigated in line Charity's Complaints Policy.

## **10. Enhancing Governance**

If there is an observable opportunity to improve governance practices, Members should highlight these to either the Chief Executive or the Chairman of Trustees promptly.

The Governance & Audit Committee is required to review the Code of Conduct at least once in every year to ensure that it remains appropriate and fit for purpose, and to report to the Board of Trustees as to any changes that need to be made, or not (as the case may be).



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## 11. Media

Any approaches by the print, broadcast or on-line media for comment on any matters relating to the Lord's Taverners, must be referred to The Lord's Taverners' Marketing and Communications department. Members, as individuals or in their own business lives, should ensure that their comments cannot be perceived as being on behalf of, or connected with, the Lord's Taverners.

## 12. Use of Social Media

Social media provides opportunities to network and create positive exposure for the Lord's Taverners. However, it can also present reputational risk for the charity.

Social media posts, and/or speaking on behalf of, or purporting to be on behalf of the Lord's Taverners must have prior authorisation through the Marketing department/CEO/COO. Members should not make personal posts that relate to the Lord's Taverners which may adversely affect our reputation (Social Media Policy).

Members responsible for comments, pictures, or other content which could potentially harm the Lord's Taverners' brand, reputation or interests, may be considered as having breached the Code of Conduct and will be dealt with in line with the Social Media Policy (being updated) and, if considered appropriate, Clause 20 of this Code of Conduct.

## 13. Safeguarding

Members should always give proper consideration to the protection and safeguarding of beneficiaries and others with whom they may come into contact, whether on Charity business or otherwise.

## 14. Protecting Reputation

No one should make public comments about the Lord's Taverners unless authorised to do so by the Chief Executive. Comments should reflect the strategic direction, and agreed priorities and policies, even when they do not reflect the individual's view. Even when speaking as a private individual, every effort should be made to uphold the reputation of the Lord's Taverners and those who work for and with the organisation.

While attending events or appointments, all Members are there as representatives of the Lord's Taverners and should therefore, act in a manner which does not negatively affect its reputation, and should request that their guests are aware that their behaviour can also reflect unfavourably on the Charity.



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Members at all times are expected to comply with the law, and act with a high standard of integrity, commitment and courtesy, and not to conduct themselves in a manner that could reasonably be regarded as bringing the Charity into disrepute.

## **15. Campaigning and Party-Political Activities**

The Lord's Taverners as a charity, must remain non-political. When the Lord's Taverners makes any political representation, the charity must clearly be seen as promoting its vision, rather than taking a political stance.

Any individual Member who participates in, or makes comments in relation to, political activity should ensure that in doing so they are not seen as acting in their capacity as a Member of the Lord's Taverners.

## **16. Personal gain, gifts and hospitality**

No Member should personally gain, by any amount or degree, materially or financially from their affiliation with the Lord's Taverners, unless prior authorisation has been provided in writing by the Chief Executive Officer. No Member should permit others to gain personally by their actions, omissions or negligence.

## **17. Expenses**

Reimbursement of any reasonable expenses directly and necessarily incurred, in respect of duties for the Lord's Taverners will be allowed. Claims must be made in line with the current Expenses policy (available from the COO).

## **18. Duty to report complaints and concerns**

Any suspected unethical, illegal, or suspicious behaviour must be reported in line with the Complaints Policy. Under that policy such behaviour should either be reported to the Chief Executive, the Chairman of Trustees, or the Chair of the Governance and Audit Committee promptly.

The Lord's Taverners encourages everyone to ask questions and raise issues without fear of retaliation. All reports will be dealt with in line with The Lord's Taverners Complaints Policy (Feb 2019) and/or Whistleblowing Policy (May 2019). The organisation is committed to treating all reports seriously and, where appropriate, to investigating them thoroughly.

The Lord's Taverners does not tolerate retaliation by any means against anyone who makes a good faith report of suspected misconduct or otherwise assists with an investigation or audit.





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## **19. Duty to co-operate and participate**

Where participation in an investigation, enquiry or audit is requested, such participation is obligatory.

Any failure to participate in an investigation, enquiry or audit, may be considered a breach of the Code of Conduct and will be dealt with in accordance with Clause 20 of this Code of Conduct.

## **20. Breaches of The Code of Conduct**

Any failure to follow this Code of Conduct, or other policies, may damage the Lord's Taverners' reputation and/or its work, and will be viewed as a disciplinary matter and dealt with under this Code of Conduct.

Alleged breaches of the Code of Conduct will be dealt with in accordance with the Bye Laws and Articles of the Charity, and any related procedures that the Trustees establish for the purpose of consideration of breaches of this Code from time to time. Where an alleged breach relates to a Trustee then the procedures shall be established by the Committee with responsibility for Governance.

The Lord's Taverners reserves the right to refer any breach of this Code of Conduct which may also amount to a criminal offence, to the police and/or any other regulatory authority, instead of/ or as well as, dealing with it under this Code of Conduct.