

Racquetball Association of Ireland

Code of Conduct for RAI Executive Committee Members(EXCO)

The purpose of the Code of Conduct is to set out standards of behaviour expected from members of on the Executive Committee(EXCO) of the Racquetball Association of Ireland (RAI).

All members of the RAI EXCO should ensure that they have read and comply with this Code of Conduct.

Members should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in their written role description to a satisfactory standard; (See Executive Committee Handbook - Roles of members of the RAI Executive Committee)
- Performing their role to the best of their ability in a safe, efficient and competent way;
- Following the Association's policies and procedures as well as any instructions or directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- Acting in a way that is in line with the purpose and values of the Association and that enhances the work of the Association;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people;
- Reporting any health and safety concerns;
- Directing any questions regarding RAI policies, procedures, support or supervision to the appropriate person on the EXCO.;
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with the Association's complaints procedures;
- Declaring any interests that may conflict with their role or the work of the Association (e.g. business interests or employment).
- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with the Association returning any such documents, material in their possession;
- An EXCO member upon receiving a personal gift of over 50€ from any source must inform the President of such a gift. The EXCO will at the next meeting decide if the member who got the gift can keep or it or its value given to the Association.
- Maintaining an appropriate standard of dress and personal hygiene;
- Submit an application for Garda Vetting with the Association Garda Vetting Liaison Officer.

EXCO members are expected NOT to:

- Bring the Association into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role.
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community);
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities;
- Engage in any activity that may damage property;
- Take unauthorised possession of property that does not belong to them.
- Engage in illegal activity while carrying out their role.
- Improperly disclose, during or after their involvement with Association ends, confidential information gained in the course of their role with the RAI.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any other policies and procedures this may result in the member's position being terminated.

EXCO members acknowledge that no employment relationship is created in the context of their role with the RAI.

This Code of Conduct for EXCO members will be reviewed at 3-year intervals or as appropriate.

Signed

PositionDate:.....