

Policies and Documents Checklist

The following is not an exhaustive list, but will give you an indication of the most important policies your organisation should have in place. You can find a range of templates and guidance related to these policies within the *Implementing the Principles* section of our website.

Integrity

- ☐ Conflict of Interest Policy
- ☐ Anti-Doping Policy and Procedures
- ☐ Betting Integrity Policy
- ☐ Equality and Diversity Policy
- ☐ Board, Staff and Member Codes of Conduct
- ☐ Safeguarding Children and Vulnerable Adults Policies
- ☐ Whistleblowing Policy
- ☐ Complaints and Grievance Policy
- ☐ Anti-Corruption Policy
- ☐ Gifts and Hospitality Policy

Strategy

- ☐ Vision and Mission Statement
- ☐ Organisational Values
- ☐ Strategic Plan
- ☐ Operational Plan

- ☐ Risk Management Policy and Procedures

Board

- ☐ Board Recruitment Policy
- ☐ Succession Plan
- ☐ Board Skills Matrix
- ☐ Sub-Committee/Working Group Terms of Engagement
- ☐ Governing Document (e.g. Constitution, Trust Deed or Articles of Association)
- ☐ Board Evaluation Policy

Controls and Compliance

- ☐ Financial Controls, Policies and Procedures
- ☐ HR Policies
- ☐ Data Protection Policy
- ☐ IT & Social Media Policies (For staff, board and volunteers)
- ☐ Schedule of Delegation of Powers
- ☐ Business Continuity Plan
- ☐ Annual Report and Governance Statement
- ☐ Stakeholder Engagement Policy