

## **Director's code of conduct.**

This code has been written principally as a guide to BSAC Directors and is in accordance with our Memorandum of Association. However, this code also applies to Vice Presidents, Honorary members and any advisors working within, or on behalf of, Council.

As members of Council and directors of the British Sub Aqua Club you are required to behave in a manner that befits to your status as a director of the UK governing body for all underwater activities. Your conduct should not bring the BSAC into disrepute.

Any breach of the code of conduct brought to the attention of the Chairman will be considered under the BSAC disciplinary procedures. You should also ensure that that you notify the Chairman of any significant violation of this code by another member governed by this code of code of conduct.

## **Integrity and Honesty**

You must not place yourself in situations where your honesty and integrity may be questioned, should not behave improperly, and on all occasions you should avoid the appearance of such behaviour.

As a director of BSAC, it is essential that you act honestly and with propriety. Your public duties shall be carried out in a manner that preserves and enhances public confidence in your integrity and that of the BSAC.

## **Duty to uphold the law**

You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you.

## **Respect for others**

You should promote equality by not discriminating against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability.

All colleagues have a right to be treated with dignity and respect.

## **Impartiality**

As an international organisation, the BSAC places great value on the varied cultures, beliefs and backgrounds of its staff and members and Directors are expected to treat all with tolerance, impartiality and act with integrity at all times.

## **Discretion**

You should exercise the utmost discretion at all times with regard to member details/information and the business activities of the BSAC.

## **Confidentiality**

All council meetings are confidential and details of discussions and voting etc may not be disclosed without the permission of the Chairman.

## **Conflicts of Interests**

Directors are required to declare any conflict of interest (or potential conflict) to the Chairman as soon as possible for a ruling on the matter.

In the case of an actual conflict, you are required to excuse yourself from any related voting.

## **BSAC Property**

BSAC property, assets and resources should be used with the utmost care guarding against waste and abuse. BSAC services and supplies or facilities should not be used for personal gain.

**Outside Activities**

A Council member may engage in outside activities, with another agency for example, provided the utmost discretion is used and no business cards, literature, training materials, apparel, bags etc, bearing the BSAC name or logo are used in support of that activity.

**Gratuities**

Any substantial gift or gratuity must be declared.  
In cases of doubt, the Chairman is to be consulted.

**Reasonable Expenses**

**Accommodation** - Room sharing is customary and will be allocated accordingly.

**Travel** - Journeys are expected to be taken in the most economical way and car sharing is encouraged. Same-day return journeys are made at the discretion of the individual Director or driver.

**Expenses** - expenses should be claimed within one month whenever possible and all expenses are to be in by the end of the financial year (December).

A record of your expenses must be kept along with associated receipts as they are declared in the financial accounts each year. This includes any expenses incurred for the BSAC, not just when on council business. You will be given details of any expenses that are paid for on your behalf (hotels etc) through HQ for your records.

**Inter-Council Communication**

When communicating by email, be mindful of the tone and personal sensibilities.  
Contact the individual directly if clarification is required on any matter before copying responses to the entire Council

Email votes - You are required to respond as soon as you are able to. If an amendment seems appropriate, make the suggestion, ask the sponsor to give a reason for any rejection, then vote accordingly. Once you have voted by email, you cannot change your mind.

Forums - when communicating in the forums, remember that your comments will be seen as reflecting the views of the BSAC, so be cautious about what is written.

**Headquarters**

When you need something doing at HQ you should make the request through the CEO. Wherever possible, give a lead time when you need the info or action done by. Try to plan ahead so that requests are not made at the last minute.

HQ visits - Council members should contact the CEO prior to any visits to ensure the timing is appropriate.

**Branch Centre Visits**

Council members should organise any Branch/Centre visits/ in communication with CEO, Branch/Centre and Regional Coaching scheme.

**Meetings**

As a council member you are expected to attend the AGM and as many council meetings as possible. If for any reason you cannot attend please inform the Hon. Secretary as soon as possible.

During the meeting all comments are to be addressed through the Chair.

**Illness, Absence or Holidays**

Ensure you inform the CEO / Chairman of any long-term illnesses, absences or holidays if you are not contactable. It would be helpful if you could inform them of when you are back on line also.

**Signing documents**

Do not sign any documents on behalf of BSAC unless this has been agreed by Council and you have the authorisation to do so. If in doubt, don't.

**Complaints**

All complaints are dealt with through the Complaints Procedure which generally involves the CEO and Chairman. Unless authorised to do so, do not become directly involved in any communications. Also do not become involved in any email communication between Council members about the complaint, as any written communications can be requested as evidence.