



Code of Conduct for Directors, Trustees and Other Officers

This Code of Conduct will apply to all officers appointed by the Board of Directors of Hinckley Community Football Club Ltd to work for or on behalf of Hinckley Community Football Club Ltd.

All officers will be issued with a copy of this 'Code of Conduct' and will be required to read and also sign the declaration of compliance.

Guidelines for behaviour

Code of Conduct for Directors, Trustees and other Officers

This Code of Conduct sets ethical standards for the Directors/Officers of Hinckley Community Football Club Ltd.

Directors' Officers will pursue the highest standards of ethical conduct in the interests of Members, Hinckley AFC, employees, creditors and all other stakeholders. The word Director in this Code shall also be taken to include Officers of the Company. The following principles govern their conduct.

Honesty, Integrity and Commitment

- Directors/Officers shall act honestly and with integrity in all of their dealings on behalf of Hinckley Community Football Club Ltd.
- Directors/Officers will make their best endeavours to attend meetings of the Board of Hinckley Community Football Club Ltd, and not be absent without good reason.
- Directors/Officer will devote sufficient time and attention to the Society in order to fulfil their duties as a Trustee
- Directors/Officers will not discriminate on the grounds of age, disability, gender reassignment, marital status, race, religion or belief, sex, sexual orientation.
- Directors/Officers will not make promises or commitments that the CB does not intend, or would be unable, to honour.
- Directors/Officers have collective responsibility. They are bound by the decisions of the CB and when representing the Company will support those decisions outside the CB environment.
- Directors/Officers' conduct, at all times, will be such that their honesty is beyond question.
- Directors/Officers conduct, at all times, will be such that it upholds the reputation and good name of the Company.
- Directors/Officers shall adhere to the truth, and not mislead directly or indirectly nor make false statements, nor mislead by omission.
- Directors/Officers shall treat everyone with whom they have dealings as a Director/Officer with personal respect and politeness.

Personal Transactions

- Directors/Officers personal or other business dealings will be kept separate from their dealings as a Director/Officer of Hinckley Community Football Club Ltd.
- Directors/Officers shall not use the name of Hinckley Community Football Club Ltd or Hinckley AFC to further any personal or other business transaction not related to Hinckley Community Football Club Ltd or Hinckley AFC or its business interests.
- Directors/Officers shall use goods, services and facilities provided to them by Hinckley Community Football Club Ltd, Hinckley AFC or associated business, strictly in accordance with the terms on which they are provided.

Confidentiality of Information

- Directors/Officers will ensure that confidential information (or any information that could be considered to be of a sensitive nature) relating to the CB or the Football Club's operations, its customers, employees, creditors or associated businesses is not given either inadvertently or deliberately to third parties unless that information is required by law or a regulatory body.

Hinckley Community Football Club Ltd

- Directors/Officers will not use information obtained by them as a Director/Officer of Hinckley Community Football Club Ltd for personal financial gain, nor will that information be used to obtain financial benefit for any other person or business.
- Directors shall respect the privacy of others.

Disclosure of Interests

- Directors/Officers shall fully disclose promptly any private or other business interests or any other matters, which may lead to potential or actual conflicts of interest.

Abiding by the Law

- Directors/Officers shall abide by the law at all times.

Payments, Gifts, Entertainment and Travel

- Directors/Officers shall not use their status at Hinckley Community Football Club Ltd to seek personal gain from those doing business or seeking to do business with the Club. Directors/Officers shall not accept any personal gain of any material significance if offered.

FAILURE TO ABIDE BY THE CODE OF CONDUCT

- Directors/Officers whose behaviour or actions are contrary to the spirit of this Code may be subject to such disciplinary sanctions as imposed by the CB after due process and, if appropriate, appeal or arbitration.
- Any allegation of Trustee's failure to honour the Code must be made in writing to the Chairman of the CB, or if relating to the Chairman of the CB, to the Secretary. The accused Director will be given written notice of the allegation and asked to respond within 14 days. However, should the complaint relate to personal behaviour during a formal meeting of the Trust or any properly constituted committee, then the meeting can consider a verbal motion to exclude the offender from the rest of the meeting without notice.
- The CB, or any properly appointed sub-committee, will make such enquiries as deemed necessary, including the right to call a hearing of all interested parties and will rule on the outcome of those enquiries and report the findings to the CB for ratification and/or further action. In the case of calling a hearing, all parties will receive 14 days-notice of the date, place and time of such a hearing.
- Sanctions available to the CB will include formal reprimand, orders of specific performance, suspension and ultimately, recommend expulsion from the CB.