



# British Taekwondo Council

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## BTC BOARD CODE OF CONDUCT

### 1. Purpose

BTC is committed to ensuring that in all aspects of its affairs it maintains the highest standards of public trust and integrity, aligned to the Seven Principles of Public Life (also known as the Nolan Principles). These principles are defined below; where public office-holders are defined as both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

#### *Selflessness*

Holders of public office should act solely in terms of the public interest.

#### *Integrity*

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### *Objectivity*

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### *Accountability*

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### *Openness*

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### *Honesty*

Holders of public office should be truthful.

#### *Leadership*

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

### 2. Application

This Code of Conduct applies to all directors, including non-executive directors and those deemed as shadow directors and non-board members of board committees ("relevant persons").

It is the responsibility of relevant persons to ensure that they are familiar with, and comply with, all the relevant provisions of this Code of Conduct.



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### 3. Directors' Duties

All relevant persons:

- a) have an accountability to adhere to all policies and procedures of BTC that are amended from time to time;
- b) must act honestly, in good faith, and in the best interests of BTC and Taekwondo in general;
- c) will be held to strict standards of honesty, integrity and loyalty;
- d) shall not put personal interests ahead of the best interests of the company.

### 4. Relevant Persons Interests

- 4.1. Relevant persons must ensure that no conflict arises, or could reasonably be perceived to arise, between your public duties and your private interests – financial or otherwise.
- 4.2. Relevant persons must comply with the rules of the BTC on handling conflicts of interests.
  - As a minimum, these will require you to declare publicly any private interests which may, or may be perceived to, conflict with any public duties.
  - The rules will also require that a relevant person must remove themselves from the discussion or determination of matters in which they have a financial interest.
  - In matters in which there is a non-financial interest, a relevant person should not participate in the discussion or determination of a matter where the interest might suggest a danger of bias.
- 4.3. It is the responsibility of the relevant persons to ensure that they are familiar with the BTC rules on handling conflicts of interests, that they comply with these rules.
- 4.4. It is the responsibility of the relevant persons to ensure that their entry in the BTC register of members' interests is accurate and up-to-date.

### 5. Best Interests of the Company

- 5.1 Relevant persons must act solely in the best interests of the company. All directors, including non-executive directors, are held to the same duties and ethical standards.
- 5.2 Directors who are nominees of a particular group or party that are members of the BTC must act in the best interests of the company, even if this conflicts with the interests of the nominating group or party.

### 6. Political Activity

- 6.1. A relevant person should be, and be seen to be, politically impartial and should not occupy a paid party political post or hold a particularly sensitive or high-profile role in a political party.
- 6.2. On matters directly related to the work of the BTC, a relevant person should not make political statements or engage in any other political activity.
- 6.3. In a relevant persons official capacity, they should be even-handed in all dealings with political parties.

6.4. Subject to the above, a relevant person may engage in political activity but should, at all times, remain conscious of their responsibilities as a relevant person and exercise proper discretion; and should inform the Chair before undertaking any significant political activity.

## 7. **Gifts and Hospitality**

7.1. Relevant persons must not accept any gifts or hospitality which might, or might reasonably appear to, compromise their personal judgement or integrity or place you under an improper obligation.

7.2. Relevant persons must never canvass or seek gifts or hospitality.

7.3. Relevant persons must comply with the rules set by the body on the acceptance of gifts and hospitality and should inform the Chief Executive (or equivalent) of any offer of gifts or hospitality and ensure that, where a gift or hospitality is accepted, this is recorded in a public register in line with the rules set by BTC.

7.4. Relevant persons are responsible for their decisions on the acceptance of gifts or hospitality and for ensuring that any gifts or hospitality accepted can stand up to public scrutiny and do not bring the BTC into disrepute.

## 8. **Use of Resources**

Relevant persons must not misuse official resources of the BTC for personal gain or for political purposes. Use of such resources must be in line with the BTC's rules on their usage.

## 9. **Confidentiality**

It is recognised that the role of relevant person may include representing BTC in the community. Such representations must be respectful of and consistent with the relevant persons duty of confidentiality.

It is recognised that the Chair is the only official spokesperson of the Board of Directors of the BTC.

Every relevant person and employee of BTC shall respect the confidentiality of information about the company whether that information is received in a meeting of the board or of a committee or is otherwise provided to or obtained by the relevant person.

A relevant person is in breach of their duties with respect to confidentiality when information is used or disclosed for other than the purposes of BTC.

**Amendment Log**

<b>Date</b>	<b>Change</b>	<b>Made by</b>	<b>Approved by</b>
Mar 2016	First Issue	T Humphries	BTC Board
Mar 2020	No changes		BTC Board
Mar 2023	Amended to align with the National Code of Sports Governance 2021 and the Articles of Association Jul 2022.	T Humphries	BTC Board
Dec 2023	Full Review	T Humphries	BTC Board

**Approved: November 2023**

**To be reviewed: November 2027**