

ORCI OFFICIALS CODE OF CONDUCT POLICY



INTRODUCTION

The ORCi and its associated members understand that there should be clear guidelines and rules on how a person in a position of trust or authority should conduct themselves. This code takes account of developments in national policy, guidance and practice.

Every official must agree to abide by the codes of conduct irrespective of if they are an Owner/Director, Employee, Volunteer or Associate.

WHAT ARE THE CODES?

The purpose of a code is to clarify:

- What behaviours are acceptable and unacceptable
- The standards of practice expected
- The basis for challenging and improving practice

The codes are a tool for continuous improvement, which can be used prior to or during training sessions and must form part of new member inductions. For all clubs, the code is an important part of monitoring and improving the behaviour and practice of its officials.

Adopting and communicating clear codes of conduct is an important element in delivering the standards and protection in meeting its legal and morale obligations.

GENERAL CODE OF CONDUCT

The position of an official is that of authority and this could also imply they are a leading figure, which falls under a 'Duty of Care'. Their role is to lead by example, and this applies to all elements of an event co-ordinated by the promotion/club/organisation whether at a racetrack or alternative venue.

An official should:

- Be approachable.
- Treat everyone fairly
- Should stand back and allow someone else to deal with the concern and take control, irrespective of their seniority, where a conflict of interest exists.
- Should not use their position for personal gain.
- Act with dignity and display courtesy and good manners towards others.
- In no way undermine, put down or belittle others.
- Avoid swearing and abusive language.
- Be exemplar in their performance.
- Not consume alcohol or illegal substances while undertaking their official role.
- Follow the relevant rules on social media use and not post on social media any content which is illegal, inappropriate or offensive.

- Respect the rights, dignity and worth of every person and treat everyone equally, regardless of background or ability.
- Formally report any accidental injury, distress, misunderstanding or misinterpretation to a senior member of staff as soon as possible.
- Never exert undue influence to obtain personal gain, benefit, gifts, favouritism or reward
- Be aware that their attitude and behaviour may directly affects those under their supervision.
- Never engage in any inappropriate or illegal behaviour.
- Participate within the rules of the sport, respect decisions of other officials, and demonstrate respect towards others.
- Anticipate and be responsible for the needs to fulfil the role, including being organised, having the appropriate equipment and being on time.
- Act ethically, professionally and with integrity, and take responsibility for my actions.
- Report any breaches of this Code to a line manager (The ORCi embraces whistleblowing and will protect any person's anonymity under the 'Public Interest Disclosure Act 1998' (PIDA)).
- Inform your employer of any changes to you circumstances that may affect your role within the organisation.

CHILDREN AND YOUNG PEOPLE (UNDER 18 YEARS)

Children and young people have extra requirements under the code of conduct (these are in addition to the general Code of Conduct). As a child or young person under 18 years, they have the right to:

- Be safe and protected.
- Be listened to.
- Be respected and treated fairly.
- Be believed.
- Ask for help.
- Be actively encouraged to have their own voice.

An Official should:

- Have a child centered approach.
- Lead by example and be an ambassador for the sport.
- Listen to any concerns of a child and act appropriately.
- Treat children the same following standardised rules and not differentiating one from another.
- Follow all Safeguarding policies.
- Embrace a culture relating to all aspects of fair treatment of children and act upon any concerns that may undermine this culture.
- Ensure that whenever possible there is more than one adult present during activities with children, or at least you are within sight or hearing of others. Unless the reason for this has been firmly established and agreed beforehand

An Official should NOT:

- Use their position to intimidate, bully, threaten, injure, victimise, discriminate against, coerce or undermine any child or adult at risk.
- Either exaggerate or trivialise any form of child abuse.
- Be alone with children away from organisational premises or club related activities such as taking them out on trips unaccompanied by other adults or transporting them alone, unless

the reason for this is part of a work plan authorised by a senior and with the consent of parents/carers.

- Undertake any activity that could be considered to affect the reputation of the sport.
- Not engage in any children's social media groups activity. *Communication must be through the parent*
- Breach confidentiality or seek information to which you have no right of access.
- Contact a minor outside of raceday processes, to include but not exclusively social media, messaging etc.

BREACH OF THE CODE OF CONDUCT

Anyone in breach of the Code of Conduct could be subject to disciplinary action and sanctions imposed the club, individual promoter or the ORCi.

The following disciplinary actions or sanctions may be imposed:

- Be asked to apologise for their behaviour.
- Receive a verbal warning.
- Receive a written warning.
- Be monitored by another member.
- Be required to attend supplementary training.
- Be suspended.
- Be required to leave or be dismissed.
- Be reported to outside authorities or agencies.
- Be required to remove all social media references.