

Introduction

This code of conduct sets out the principles of conduct and ethics for the guidance of NIJF Board Directors of the Northern Ireland Judo Federation (NIJF). All Directors of the NIJF Board are bound by the provisions of this code of conduct. NIJF Board Directors are reminded that the aims of the NIJF are:

- a. *To promote, foster and develop the sport of Judo within Northern Ireland.*
- b. *To adhere to the spirit of any guide-lines laid down by the NIJF*
- c. *To promote competitions, promotion examinations and social events amongst Directors of the NIJF, and to encourage and further develop in any way possible, the sport of Judo.*
- d. *To aid in the establishment and support of any other association or club formed for all or any objects of the NIJF.*

Throughout this Code of Conduct the word 'member(s)' includes all individual and affiliated club Directors. In both, carrying out these aims, NIJF Board Directors must take into account the three following principles:

- a. *All Directors have the right to expect the highest standards of professionalism, consideration and respect.*
- b. *That working practices are safe and that the welfare of the member is paramount.*
- c. *Board Directors must acknowledge and abide by the principles of the NIJF's Equality Policy.*

Structure

Board Directors are reminded that the voting Directors of the Board have the power to review and recommend amendment to this Code of Conduct. Any questions arising from this Code of Conduct or its interpretation (apart from disciplinary matters) can be referred by any Board Member to the Chair for a ruling.

The Chair may, at their discretion, refer such matters to the Board for final determination.

Confidentiality

It is of paramount importance that all Board Directors must preserve the confidentiality of the information acquired through their Directorship of the Board which must not be devolved without prior written consent of the Board.

Courtesy

Courage

Friendship

Honesty

Honour

Modesty

Respect

Self-Control

Data Protection and Responsibility

The NIJF is now subject to the New GDPR Regulations it is good practice to follow the guidelines laid down in GDPR. Storage and use of individually identifiable data should be stored in accordance with the provisions of the GDPR Regulations

Publication of data must not disclose the identity of any individual member unless the prior written consent of the individual is obtained, or it is as a result of disciplinary proceedings and it is necessary to publish that information.

Professional and Personal Conduct

- a. Board Directors paramount concern is the well-being of their Directors.
- b. Board Directors must conduct themselves in such a way that brings credit to Judo and the NIJF.
- c. Board Directors must not exploit relationships with other Directors for personal gain or gratification.
- d. Board Directors must not in any way jeopardise the safety or interests of Directors.
- e. Board Directors must be totally unbiased and objective in their actions.
- f. Board Directors must respond, with all due diligence, to any enquiry from any member or any other Member of the Board or any committee of NIJF.
- g. Board Directors must not do any act or thing, or omit to do any act or thing, which in any way brings, or is likely to bring, the NIJF into disrepute.

Officers and Board Directors

All officers and Board Directors of the NIJF must:

- a. Act with strict impartiality with respect of any matter referred to them for consideration as officers or Board Member.
- b. Use their best endeavours to make the best use of all resources available to the NIJF in the interests of the NIJF and its Directors.
- c. Make a prior declaration in respect of any matter in which they have direct or indirect personal interest.
- d. Not take part in any part of or vote on any matter in which they have a direct or indirect personal interest.

Disciplinary Procedures

- a. Any person (whether or not a member) may make a complaint that a Board Director has failed to comply with this Code of Conduct. Board Directors are under an obligation to report all instances of breaches of this code.
- b. Such complaint shall be made in writing to the NIJF Conduct and Complaints Officer (CCO) or, if the CCO is the defendant, a nominated Board Member.
- c. Upon receiving a complaint, the CCO will follow the procedures laid down in the Conduct and Complaints Policy and Procedures document.
- d. In the event that the complaint is upheld the CCO will recommend any of the following penalties to the Board for their consideration:
 - i. A written caution as to future behaviour.
 - ii. A fine.
 - iii. Suspension from the Board for a fixed period.
 - iv. Expulsion from the Board.
- e. Written notice of any penalty imposed shall be given to the Board Director and a copy may be circulated to any other Board Director.
- f. Prior to the imposition of suspension or expulsion from the Board, and Board Director must be provided with the opportunity to make a written or personal presentation to the Board.
- g. On being presented with any new relevant evidence the Board has the discretionary power to review any complaint and may, on any such review, review not only its prior decision but also any penalty imposed whether by reducing, increasing or cancelling the same.
- h. The Board's decision will be final and no appeal is permitted.

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