



Code of Conduct for Employees

Dec 2019

The RYA Code of Conduct provides a clear framework within which employees are expected to behave and conduct themselves when working for the RYA. Employees are expected to behave and conduct themselves in a way which demonstrates integrity, respect for others, inclusivity and excellence. Employees must take personal responsibility for their own behaviour and uphold the RYA values at all times.

This document is intended to make it clear to employees the standards expected of them when representing the RYA both internally and externally and should be read as a minimum standard rather than an exhaustive list. This Code of Conduct sits alongside all other Policies and Procedures held by the Association and detailed within the Employee Handbook.

As an Employee you are expected to abide by the spirit and letter of this Code, and to:

- Respect and uphold the RYA fundamental values that underpin all our activities, namely: inclusivity, personal responsibility, excellence and integrity;
- Understand and follow the RYA's policies and procedures seeking clarification if you are unsure of the intent;
- Act within the best interest of the RYA as a whole – considering what is best for the Association, its members, affiliates, stakeholders and the boating community;
- Manage conflicts of interests effectively – registering, declaring and resolving conflicts of interest and otherwise acting within the RYA's Conflict of Interest Policy;
- Respect the confidentiality of the RYA but at the same time understand and maintain an open and transparent communication with stakeholders;
- Recognise the value that others bring to the RYA and encourage diversity of approach;
- Respect the rights, dignity and worth of others which you come into contact with during your work with the RYA;
- Work considerately with others, respecting personal diversity, recognising differences of role and contribution, and avoiding giving personal offence;
- Establish, maintain and develop business relationships based on confidence, trust and respect. Exhibit role model behaviour when working with others;
- Arrive at all meetings and appointments in a timely fashion, or send apologies for non-attendance/cancellations with adequate notice given;
- Prepare thoroughly for meetings in good time ensuring you are able to contribute effectively listening carefully, challenging sensitively and avoiding conflict or personal attacks;
- Accept collective responsibility for majority decisions, standing by them and not acting individually unless specifically authorised to do so;



- Maintain your professional knowledge and competence through continuing professional development;
- Accept full responsibility for your own professional actions and decisions;
- Avoid bringing the RYA into disrepute through spoken or written communications, actions, omissions or behaviours;
- Never use inappropriate language or gestures.