



# **Scottish Association of Local Sports Councils**

**Code of Conduct for  
Employees**

## SECTION 1: GENERAL CONDUCT

- 1.1 The following list sets out SALSC's rules for employees.
- 1.2 Breach of any of these rules may result in disciplinary action being taken against the employee.
- 1.3 Serious or persistent breach may result in dismissal and possibly summary dismissal in which case no notice pay will be paid.

This list of rules is not exhaustive.

- 1.4 Employees are required to comply with the following obligations:
  - (a) To attend work at the appointed time and to maintain acceptable time keeping.
  - (b) To observe SALSC's absence reporting procedure as detailed in the contract of employment.
  - (c) To maintain an appropriate standard of dress and personal appearance.
  - (d) To observe SALSC's health and safety policies and procedures, and to report any accidents or other instances that result in injury to themselves or fellow employees.
  - (e) Where vehicles are provided employees must immediately report any accidents involving Company vehicles or damages to those vehicles.
  - (f) To take care of all SALSC equipment, including Company cars.
  - (g) To obey all reasonable management instructions.
  - (h) To not undertake any dishonest or fraudulent activity
  - (i) To be polite to all members, clients, suppliers of SALSC.
  - (j) To observe SALSC's equal opportunities and harassment policies.
  - (k) To observe SALSC's policies and procedures on data protection and use of e-mail, internet and telephone facilities.
  - (l) To keep confidential both during and after their employment with SALSC all information gained in the course of their employment relating to SALSC and/or its members, clients, customers or suppliers.
- 1.5 On signing the contract of employment employees are also agreeing to abide by the SALSC Code of Conduct for Employees as outlined in this document.

### **Gross Misconduct**

- 1.6 Where gross misconduct is deemed to have occurred, an employee may be dismissed without warning and no notice pay will be paid.