

CODE OF CONDUCT FOR BOARD & PRESIDENT

v1 FINAL July 2017

1. Core Values

All those adopting the Code must at all times:

- observe the highest standards of impartiality, integrity and objectivity in relation to the strategic management of Parkour Earth;
- be accountable and give value to members and stakeholders for its activities;
- engage in a partnership with the Chief Executive (CEO)

2. Standards

2.1 In line with the ethics and principles of Parkour, Freerunning and/or L'Art Du Déplacement, all those adopting the Code should always aim to promote healthy living wherever possible and should not publicly promote, advertise or align themselves with products associated with an unhealthy lifestyle, including but not limited to tobacco, alcohol, junk food, caffeinated drinks, energy drinks, foods and/or gels.

2.2 All adopters of the Code must:

- follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life (annexed);
- ensure they understand their duties, rights and responsibilities, and that they are familiar with the function and role of Parkour Earth and any relevant regulations;
- not misuse information gained in the course of their service for personal gain or for political purpose, nor seek to use the opportunity of service to promote their private interests or those of connected persons, firms, businesses or other organisations;
 - to include access to social media channels, intellectual property, and financial administration

2.3 Where possible, adopters of the Code should attend relevant training or induction courses

2.4 All adopters of the Code are expected to meet the highest standards of integrity. A fit and proper person assessment will be performed on all board members as part of the recruitment process. This will include a self-declaration covering bankruptcy, a DBS check and identity check. A copy of proof of identity will be retained.

2.5 The Board is responsible for:

- establishing the vision, mission and values for approval by Parkour Earth AGM/General Meetings;
- designing strategy, structure and budgets for approval by Parkour Earth AGM/General Meetings
- delegating authority to the CEO to implement policy and strategy;
- monitoring and evaluating the implementation of strategic and operational plans and policies and reporting on implementation to Parkour Earth AGM/General Meetings.

3 Obligations under the Companies Act 2006

3.1 Company law requires Directors to prepare accounts each year, which give a true and fair view of the Company's affairs and of the surplus or deficit for that period.

3.2 Directors are also responsible for

- Keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985;
- Safeguarding the assets of the company and taking reasonable steps to prevent and detect fraud and other irregularities;
- Fulfilling duties of good faith, skill and care in the governance of the company, and in ensuring this applies in all operations of the company.

4 Role of board members

Members of the board have collective responsibility for the strategic operation of Parkour Earth. They must:

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- engage fully in collective consideration of the issues, taking account of the full range of relevant factors, including any guidance available;
- have a strong commitment to Parkour Earth and knowledge and experience of operations and be constructive within the context of a formal strategy/business plan;
- respond appropriately to complaints, and
- ensure that the board does not exceed its powers or functions.

Board members are expected to regularly attend meetings of the Board and/or any Committees to which they are appointed, as well as attend events at which it is reasonable for them to be present.

5 Role of the Independent Chair

Working with the CEO, the role of the Independent Chair is to provide effective strategic leadership in achieving the targets set by Parkour Earth AGM/General Meetings. The role bears the following specific responsibilities:

- the development of policy and budgets
- representing the interests AGM/General Meetings, stakeholders and executive accountability for the delivery of agreed policy and targets
- representing Parkour Earth to any appropriate international federations
- acting as line manager to the CEO

6 Handling conflicts of interests

Directors have a legal obligation to act in the best interests of Parkour Earth and in accordance with Parkour Earth governing documents, and to avoid situations where there may be a potential conflict of interest.

Conflicts of interest may arise where an individual's personal, business or family interest and/or loyalties conflict with those of Parkour Earth. Such conflicts may create problems & could for instance:

- Inhibit free discussion;
- Result in decisions or actions that were not in the interests of Parkour Earth; or
- Risk the impression that Parkour Earth had acted improperly.

7 Directors' statutory obligations

Directors' statutory obligations in regards conflicts of interest are set out in the Companies Act 2006. These rules can be summarised as follows:

- A director must avoid a situation where they have or can have a direct or indirect interest that conflicts or possibly may conflict with the interests of the company.
- A director must declare an interest in a proposed transaction or arrangement.
- A director is required to declare an interest, whether it is direct or indirect, in an existing transaction or arrangement into which the company has entered.
- A director is not allowed to accept benefits from third parties unless the benefit "cannot reasonably be regarded as giving rise to a conflict".

8 Formal declaration of interest

Directors should declare their interests using the Declaration of Interest Form. They should also declare any gifts, hospitality or other benefits received in connection with their role in Parkour Earth in accordance with the **Gifts, Hospitality and Benefits Policy**.

There is a standing item on the agenda of each Board Meeting for the declaration of new / altered interests. Directors should ensure that the Declaration of Interest Form is either submitted at a Meeting or alternatively submitted to the CEO and then formally received at the next Meeting.

Interests will be recorded in the Register of Interests, which is maintained by the CEO.

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The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that the Directors, Executive Employees and key Committee Members act in the best interest of Parkour Earth. The information provided will not be used for any other purpose.

9 Approval of Director's interest by the Board

Any interest declared by a Director to the Board must be approved by the Board in accordance with the procedure adopted by the AGM/General Meetings. Approval must be given using a formal Board resolution. The relevant Director must leave the Board meeting during the discussion of their interest and the voting on the resolution. A quorum must be present for the discussion and decision and the interested Director must not be counted when deciding whether the meeting is quorate. An interested Director may not vote on this approval. The Board will, when appropriate, direct how the relevant conflict will be managed in the future.

All decisions approving a conflict of interest will be recorded by the CEO and reported in the minutes of the meeting. The report will record:

- The nature and extent of the conflict;
- An outline of the discussion;
- The actions to be taken to manage the conflict.

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Appendix 1

THE SEVEN PRINCIPLES OF PUBLIC LIFE

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Date Adopted: 4 July 2017