

I agree to display consistently high standards of behaviour and appearance, dressing suitably and not displaying behaviour that is abusive or threatening to anyone in our sport or associated with Scottish Swimming. I accept that I will be held accountable for my behaviour and should I act abusively or threateningly, I will be subject to the consequences outlined in the Scottish Swimming Abusive and Threatening Behaviour Policy.

I will not inappropriately discuss or transmit any confidential information\*, either internally or externally, which may affect, harm or concern anyone in our sport or associated with Scottish Swimming.

Regardless of my position within Scottish Swimming, I understand and agree that all information and documentation that I will receive, gain access to or be exposed to during and related to my work may only be used for the purpose of which it was given and will not be disclosed without permission.

I will never use other people's passwords to access personal information.

I also agree that I will not copy, or otherwise take, any confidential or sensitive documentation or written information from Scottish Swimming without express permission from the Chief Executive.

Regardless of my voluntary or paid position within Scottish Swimming, I further understand and agree that this confidentiality agreement continues after the end of my contract or affiliation with the Scottish Swimming.

I undertake to ensure I keep up to date with other policies that may affect my position, such as Data Protection and the new GDPR that come into force in May 2018.

I understand that a breach of confidentiality on my part would be a breach of the Scottish Swimming policy. This may result in me being suspended by Scottish Swimming.

<b>Name:</b>		<b>Position:</b>	
<b>Signed:</b>		<b>Date:</b>	

\*For the purposes of this document “**information**” shall be taken to include the following areas (although it is not intended to be an exhaustive list):

- Sensitive information or data – e.g. a Scottish Swimming related discussion/email about a challenge with a club or a particular member; a sensitive discussion about an ongoing child protection incident
- Personal information or data – e.g. member phone number or date of birth (unless permission to circulate has been secured)
- Financial information – e.g. sensitive facts and figures on a club account; a proposal for investment at the Council/Board level; staff salaries
- Commercial information – e.g. notification about a sponsor or product which is not for wider distribution
- Confidential documentation – e.g. Any documentation which has been marked “confidential”, or which has been verbally tagged “not for circulation”
- Wellbeing investigations or other information – e.g. any information relating to Child protection enquires at club, district or national level

## CODE OF ETHICS

Sporting integrity is based on the acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right.

Violence, breaking the rules, abuse of drugs, lack of fair play and other unethical behaviours are unacceptable to the Scottish Amateur Swimming Association Limited.

Scottish Swimming Staff, Board of Directors, Council, Districts, Committees, Members, Clubs and their members agree to:

- Abide by the principles above.
- Sign and agree to relevant Codes of Conduct.
- Set a good example at all times.
- Follow the spirit of policies as required, e.g. Equality.
- Abide by and agree to international/national policies and guidelines, e.g. anti-doping, wellbeing child protection procedures.