

***Standards of Conduct &  
Ethical Behaviour***

***For Ballyhaunis Golf Club***

## Ballyhaunis Golf Club

### Introduction

Given the golf club's public profile and visibility, all management committees, members, employees, and volunteers must demonstrate conduct beyond reproach.

This **Standard of Conduct and Ethical Behaviour** (the "Standards") is designed to:

- Prevent the development of unethical practices.
- Provide guidance to Ballyhaunis Golf Club regarding potential conflicts of interest and breaches of ethical behaviour.

The Standards outline fundamental principles of personal and business conduct for all Ballyhaunis Golf Club members. Based on the cooperative values of equality, equity, and mutual self-help, as specified in the club Constitution, the club is committed to serving the best interests of its members while achieving its mission and goals.

The essential components of the Standards are:

- **Democracy**
- **Integrity**
- **Confidentiality**
- **Social Responsibility**

While additional measures may be adopted, the principles in these Standards represent the **minimum standards of ethical behaviour** for all members.

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### 1. Democracy

- Management committee members are elected voluntarily by the membership.
- The club is **non-discriminatory** in all dealings, regardless of gender, marital status, family status, race, nationality, religion, political opinion, sexual orientation, disability, age, socioeconomic status, or membership of the Traveller community.
- Elections for committee positions will be conducted openly and transparently, in accordance with legislation and standard rules.
- Committee membership should, as far as possible, reflect the diversity of both the club and the wider community.

#### **Club policies and procedures will:**

- Encourage representation and participation from all demographic sections of the club's catchment area.
- Actively recruit new volunteers for committees and other roles.
- Respect the work of individuals and committees in fulfilling their duties.
- Encourage diverse perspectives and respect differing opinions.

No member may use their position in the club to promote partisan politics, religious matters, or personal issues that conflict with the official position of the club.

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### 2. Integrity

Ballyhaunis Golf Club members will:

- Behave with **dignity, respect, and honesty** in dealings with other members and external parties.
- Avoid conflicts of interest or situations that may appear to conflict with the club's interests.
- Declare any personal interests that may conflict with club decisions, and abstain from related meetings.

- Abstain from discussions regarding staff matters if they have a personal relationship with an employee.

External roles must not:

- Create a real or apparent conflict with members' interests.
- Adversely reflect on the club.
- Interfere with job performance or club duties.

**Resources and governance:**

- Management committee members are responsible for ensuring proper use of all club resources, including finances, property, services, time, information, and intellectual property.
- Club books and records must be maintained with integrity and accuracy.
- No member may accept gifts, sponsorships, hospitality, or services that could compromise their position.
- Committee members may be reimbursed for legitimate expenses incurred while performing duties.
- Members must comply with all applicable laws, rules, the club Constitution, and regulations.
- Suspected breaches must be reported to the appropriate individual or authority, including Golf Ireland if appropriate.

*Note:* "Personal relationship" includes family members.

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### **3. Confidentiality**

Members must safeguard all confidential information obtained from other members, the club, or external partners. Confidentiality obligations continue even after a member's relationship with the club ends.

Information may only be disclosed in the following cases:

- Necessary for the proper conduct of club business.
  - Required by a court of law.
  - With consent from the person(s) concerned.
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### **4. Social Responsibility**

The club is committed to **human, social, and community development**. Decisions by management must consider the interests of both members and the broader community.

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### **Compliance with the Standards**

Members are expected to:

- Ensure all business decisions comply with laws, rules, codes of practice, and regulations.
- Observe the highest standards of behaviour in line with best practice.

The club will:

- Ensure all members are aware of the Standards.
  - Avoid requesting actions that contravene the Standards.
  - Address queries and concerns promptly according to club policies and procedures.
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### **Consequences for Breach of Standards**

Compliance protects both members and those working within the club. Breaches will be handled according to Ballyhaunis Golf Club policies.

**Procedures:**

1. Report breaches immediately to the Complaints Committee.
  2. The management committee investigates and provides the involved member an opportunity to present their case.
  3. For breaches involving staff, disciplinary procedures in employment contracts apply.
  4. Serious breaches by management committee members may result in excusal from all future club business.
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**Monitoring and Review**

The Standards will be reviewed periodically to reflect:

- Developments in the club.
- Member expectations.
- Input from relevant bodies and institutions

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Management Committee

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Date