



Macra na Feirme

Macra Na Feirme – Code of Conduct

This Code of Conduct sets out the behaviour expected from all members, staff, volunteers (Club/County/National Officers/Judges/Coaches/Mentors/Referees) and parents/guardians involved with Macra na Feirme and should inform each club code of conduct. All members who sign up as a member of the organisation will be provided with this code of conduct and by affiliating to the organisation, they agree to abide by this.

This Code of Conduct should be considered in conjunction with other policies and guidance as prepared by Macra na Feirme.

It is our wish that this Code of Conduct is developed, promoted and implemented in a manner that encourages respect, equality, safety and non-discrimination in all aspects of our work with members and staff.

Macra na Feirme members, staff and volunteers should:

- Treat people equally and fairly, regardless of age, gender, sexual orientation, ethnic origin, religion or disability
- Be non-judgemental and have respect for others
- Look after one another and not use any form of peer pressure or bullying
- Refrain from offensive language, anti-social behaviour or discriminatory behaviour
- Refrain from any form of bullying or harassment, including sexual harassment
- Refrain from defaming the character of another member, staff member or other person
- Not allow any form of discrimination to be condoned or go unchallenged
- Respect the opinions of others
- Co-operate with others and have a willingness to fulfil responsibility
- Have respect for property and other peoples' possessions
- Act within the law and comply with Safeguarding legislation, Health and Safety legislation, as well as all relevant Macra na Feirme policies
- Not bring the reputation of Macra na Feirme into question or disrepute

Club, County, National Officers and Staff

All staff and Macra na Feirme members elected into office are in a position of trust/responsibility within the organisation.

Being in this position should dictate that you behave in a way that would not put members or colleagues in danger of harm or jeopardise the reputation of Macra na Feirme.

Additional considerations for staff, volunteers, members when working with members under 18

Staff, volunteers and members who are working with members who are under 18 years of age need to pay attention to and comply with all safeguarding legislation as well as Macra na Feirme's Child Protection Policy.

Club Codes of Conduct

It is important that club members are aware of and agree to abide by codes of conduct. The most effective way to do this is to actively involve members in creating their own club code of conduct. The club code of conduct should be considered as a contract between club members and must not be contrary to the National Macra na Feirme Code of Conduct. Where clubs do not adopt their own code of conduct, the club and members default to operating by the National Code of Conduct.

Tips for an effective club/county code of conduct are as follows:

- To be used in conjunction with club constitutions, standing orders, and standard operating procedures.
- Created by club/county officers and members with guidance from the TDO.
- Mutually agreed and 'owned' by the members of Macra clubs and the county officers and staff team.
- Does not contain too many rules.
- Worded positively.
- Language appropriate to the level of understanding of the members
- Relevant to all circumstances – e.g. competitions, social events, shows, meetings, trips and residential trips.
- Effectively communicated to everyone, including new members and parents/carers/guardians, if member is under 18 years old.
- Followed by the club and county officer teams at all times.
- Displayed prominently (where possible) within the meeting and referred back to.
- Reviewed regularly – we would recommend at the start of each new Macra year along with programme planning

It is helpful to refer back to this regularly and review the agreement; this could be done alongside programme/club planning or after the recruitment of new members

Breach of the Code of Conduct

In the event that a member or officer has behaved in a manner inconsistent with the code of conduct this matter should be resolved within the club/county under the guidance of the TDO in the first instance.

One member of the club/county committee, the Chairperson, Secretary, Treasurer or PRO should contact the TDO and plan a course of action.

This matter will be dealt with informally by a discussion with the member who allegedly breached the code of conduct and the club/county officer dealing with the breach and/or club/county president and the TDO will record this breach confidentially.

In the event that this does not reach a satisfactory conclusion or if the breach is perceived to be of serious nature then an official complaint can be made to the TDO.

Reporting an Alleged Breach of the Code of Conduct

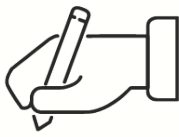
A complaint in relation to an alleged breach of the Code of Conduct may be made by any person or persons to the local Training and Development Officer (TDO). (If for some reason, the complainant is uncomfortable/does not feel that it is appropriate to report to the local TDO they may report to one of the other TDO's). The TDO may deal with this informally if appropriate.

While an allegation of an alleged breach of the Code of Conduct may initially be made verbally or in writing, it must be submitted in writing by a complainant to enable it to be processed.

Formal complaints will be referred to the 'Hearings Panel' and they may investigate the allegation. The level of investigation required will depend on the circumstances. At the conclusion of the investigation, the panel may decide to impose sanctions on the person who breached the Code of Conduct.

COMPLAINTS PROCEDURE

Based on the code of conduct



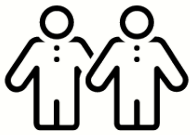
Incident Arises:

Complainant makes a complaint to County Chairperson who reports straight to the local TDO.
If the complainant/respondent is under 18 years, their parents are also involved in this process



Training & Development Officer:

Assesses the complaint
Is this complaint related to child protection?
Is this complaint a breach of the Code of Conduct?



Child Protection issue:

If the incident relates to Child Protection the matter is referred to the club & TDO DLP/reported to the Statutory authorities. The Training Officer may seek advice from Statutory Authorities / Macra DLP if unclear



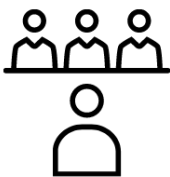
Code of Conduct Breach:

If the incident is a breach of the Code of Conduct, is it to be dealt with under the informal procedure or the formal procedure?



Informal Procedure

The TDO will be responsible for dealing with the complaint informally and agreeing the procedure to be followed with the parties.



Formal Procedure

Formal complaints will be referred to the 'Hearings Panel' for consideration.
At the conclusion of the investigation, the panel may decide:

- That no further action should be taken;
- To refer the complaint to the TDO to deal with the complaint informally;
- To undertake to hear the complaint formally; or
- To refer the complaint to be dealt with under Macra's disciplinary policy.
- Refer the complaint to An Garda Síochána if it is deemed to be a criminal matter.