

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4001
Page	1 of 1
Date	22.02.04

STAFF ATTENDANCE AT OVERSEAS EVENTS

The Chief Executive attending a swimming related activity outside the UK shall be subject to the prior approval of the Chairman who shall satisfy himself that the purpose of the journey is necessary and the expenditure is within the budget estimates.

The Chairman shall report his decision to the next meeting of the ASA Committee or British Swimming Board as applicable.

All other members of ASFGB Limited staff attending any activity outside the UK shall be subject to the prior approval of the British Swimming Board.

ASA Committee Minutes: 21/22 November 1997
Amended – 15 April 1998
Adopted by GB Committee 15/16 August 1998
Format amended 22 February 2004

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4002
Page	1 of 1
Date	22.02.04

DRESS CODE

1. All coaches, team managers and support staff directly attached to a England or Great Britain team are required to wear the team kit supplied by our official supplier.
2. Professional staff and dignitaries attending events - Chairman, Chief Executive, and other prominent members of the ASFGB Limited or Technical Committees' should not wear clothing which would be considered to be a direct competitor of our sponsors.

Amended - ASA Committee minutes 28/03/98
Grammatical amendments made 9th April 1999
Updated and format amended 22 February 2004

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4003
Page	1 of 1
Date	22.02.04

SMOKING

1. Smoking is not permitted within the any ASFGB Limited premises or around the entrance to any ASFGB Limited premises or associated company premises.
2. Smoking is not permitted in any ASFGB Limited meetings or in the meeting room during recess.

ASA Committee Minutes: 24/25 November 1995
Adopted by GB Committee as amended 15/16 August 1998
Updated and amended 22 February 2004

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4004
Page	1 of 1
Date	22.02.04

HAROLD FERN HOUSE CAR PARKING

1. The walled area at the side of Harold Fern House and at the back of the Education Department is restricted to Directors only.
2. The spaces at the back of Harold Fern House behind the gate can be utilised on a first come, first served basis. However, this land does not belong to the ASFGB Limited and parking is at the risk of the individual.
3. All staff employed prior to August 2003 and based at Harold Fern House/18 Derby Square and travelling to work by car currently have their car parking paid by the Federation. All new staff from this date onwards are responsible for paying their own car parking fees.
4. All claims for car parking to be made on a monthly basis on an expense claim form with all receipts attached. Reimbursement will not be made without appropriate receipts.

ASA Committee 25th November 1995

Adopted by GB Committee as amended 15/16 August 1998

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ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4005
Page	1 of 1
Date	22.02.04

TELEPHONE ANSWERING

1. All external calls must be answered in the following manner:

Greeting, Name of organisation, name of department or person answering telephone:

Example: "Good morning, British Swimming, Jane Nickerson"
or "Good morning, British Swimming, National Events"

2. When transferring calls to another person do not transfer the call without advising your colleague of the name of the caller and the nature of the call.
3. When you leave your office unattended either ensure that some-one is allocated to answer your calls or switch on your voice mail. **Do not leave phones unattended to ring out.**
4. Return all calls as quickly as possible.
5. If you will be away from the office for some length of time e.g. holidays ensure that your voice mail is switched on and that the message informs callers of the following information:
 - The date you will return to the office
 - Contact name and number of a colleague who may be able to assist the caller.
6. If you need to transfer a call to another office advise the caller of the external number and then transfer the caller. Do not ask the caller to re-dial the external number themselves.

Adopted by GB Committee as amended 15/16 August 1998
Format amended 22 February 2004

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4006
Page	1 of 3
Date	22.02.04

TEAM STAFF DISCIPLINARY AND GRIEVANCE PROCEDURES

1. All team staff have a responsibility to act in accordance with the ASFGB Limited Code of Conduct and within the terms of reference of the applicable job description.
2. If it is brought to the attention of the British Swimming Board that there has been a breach of the Code of Conduct or Job Description the following disciplinary procedure will apply.
 - 2.1 The relevant Technical Committee will be advised of the alleged offence in writing and will make a collective decision concerning the seriousness of the offence.
 - 2.2 If it is felt that the offence was not of a serious nature the Technical Committee Secretary will contact the member of staff concerned and advise him of the decision of the committee. However, the incident must be recorded by the Technical Committee Secretary and sent to the Legal Department to be kept on a confidential file.
 - 2.3 The member of staff concerned must be copied on the report sent to the Federation and must be advised that further incidents of the same nature will be dealt with as a serious breach of discipline.
 - 2.4 If the British Swimming Board feels that the incident was of a more serious nature the Secretary of the relevant Technical Committee will advise the member of Team staff of the alleged offence in writing and will arrange for a formal interview to take place.
 - 2.5 Both the Secretary of the Technical Committee and the member of team staff will be entitled to have a witness present at the interview. However, the witnesses may not take part in any discussion but may record the interview in writing.
 - 2.6 At the conclusion of the interview the Technical Committee Secretary will issue a verbal warning to the member of team staff, if considered appropriate. If the Secretary does not feel that a warning is justified he must record his decision in writing and circulate it to the Board and the Legal department.

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4006
Page	2 of 3
Date	22.02.04

- 2.7 Verbal warnings will be recorded in writing on the appropriate form. A copy will be given to the member of team staff concerned and a copy sent to the Legal Department. Verbal warnings will remain in force for twenty-four months.
- 2.8 If, within the twenty-four month period, further reports of misconduct are received a further interview will take place and if appropriate a written warning will be issued.
- 2.9. Written warnings will be recorded in writing on the appropriate form. A copy will be given to the member of team staff concerned and a copy sent to the Legal Department. Written warnings will remain in force for five years.
- 2.10 If it is reported that a further misconduct has taken place the member of team staff will be invited to a disciplinary hearing with the Technical Committee Secretary and a member of the British Swimming Board. A witness from both parties may be present but may not participate in the proceedings other than to take written notes. The member of team staff will be given the opportunity to discuss and answer the complaints. Everything said at the hearing will be carefully considered by the Technical Committee Secretary and member of British Swimming Board and a decision will be made within five days as to whether the member of team staff it is to be dismissed from acting as a member of team staff at future events. The decision will be recorded in writing and copies sent to the member of team staff and the Legal department.
3. If it is considered that gross misconduct may have taken place the incident will be reported to the Director of the British Swimming Board and following an interview with the member of staff concerned immediate dismissal from team duties may be implemented.
4. Examples of gross misconduct include:
- * Dishonest behaviour - theft, falsification of records or any act of criminal misconduct.
 - * Serious breach of security or discipline
 - * Immoral behaviour
 - * Fighting or threatening behaviour
 - * Behaving in such a way as to bring the Federation into disrepute

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4006
Page	3 of 3
Date	22.02.04

5. Members of team staff who have a grievance for which they are seeking redress should apply to the relevant Technical Committee in writing. If the Committee can resolve the situation they should do so and a written record kept and distributed to the member of team staff concerned and the Legal Department.
6. If the matter cannot be resolved by the ASFGB Ltd Technical Committee the member of Team Staff should write to the ASFGB Ltd Chief Executive requesting further action. A meeting will be arranged between the member of team staff, the Technical Committee Secretary and a member of the British Swimming Board. Both parties will be entitled to invite a witness to attend the meeting. However, the witnesses may not participate in the meeting other than to record the meeting. A record of the meeting will be copied to the member of team staff and the Legal department.
7. Failing a satisfactory conclusion the matter will be referred to the Director/s or of the British Swimming Board who will be a comprehensive report of the meetings to date. A meeting will be arranged between the Director/s of the British Swimming Board and the member of team staff. Both parties will be entitled to invite a witness to attend the meeting. However, the witnesses may not participate in the meeting other than to record the meeting. The decision of the Director/s will be final and the decision recorded and copied to the member of team staff and the Legal Department.

Adopted by GB Committee 15/16 August 1998
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ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4007
Page	1 of 1
Date	22.02.04

ELIGIBILITY FOR ELECTION TO COMMITTEES

Persons who are employees of the ASA/ASFGB Limited are not eligible for nomination to serve on the ASA Committee, British Swimming Board or ASA / ASFGB Limited Technical Committees.

The representation on ASA District committees by ASA employees is to be considered by the ASA Districts.

Members of the British Swimming Board may not be elected to ASA or GB Technical Committees.

Grammatical amendments made 9th April 1999
Updated and format amended 22 February 2004

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4008
Page	1 of 1
Date	22.02.04

POLICY MANUALS

1. ASFGB Limited policy manual to be retained by British Swimming Board members and returned to the Director of Membership Services & Resources on retirement from the Board.
2. Additions and amendments may only be made to the manual by the Director of Membership Services & Resources following approval by the British Swimming Board. Copies of new or amended policies will be sent to all holders of the manual.
3. Requests for additions or amendments to the policy manual, other than those made at British Swimming Board meetings, must be given to the Director of Membership Services & Resources in writing. These will be distributed with the papers for the next British Swimming Board meeting for approval at that meeting.
4. The British Swimming policy manual is to be reviewed by the British Swimming Board annually.
5. The British Swimming staff policy manual is to be circulated to all departments following approval from British Swimming Board. British Swimming Board members to retain a copy.
6. Amendments and additions to the staff policy manual may only be made by the Director of Membership Services & Resources following approval at Senior Managers' meetings. Copies of new or amended policies will be sent to all holders of the manual.
7. The staff policy manual is to be reviewed by British Swimming Board annually.

ASA Committee minutes - 28/29 March 1998.

Adopted by GB Committee as amended 15/16 August 1998

Grammatical amendment made 9 April 1999

Reviewed and Format amended 22 February 2004

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4010
Page	1 of 1
Date	22.02.04

EMERGENCY CONTACT LIST

Director of Membership Services & Resources to compile and maintain a list of staff home addresses, contact telephone numbers and next of kin.

List to be circulated to all Senior Managers for use only in emergency.

ASA Committee 27/28 March 1998

Adopted by GB Committee as amended 15/16 August 1998

Format amended 22 February 2004

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4011
Page	1 of 1
Date	22.02.04

INDEMNITY CLAUSES

It is the policy of the ASFGB Limited wherever possible to avoid giving an indemnity on the hire of facilities for training or events. The following procedure must be followed before signing any contract for the hire of facilities for training or events.

1. Check the contract carefully to ascertain if an indemnity clause is included (including standard small print agreements.)
2. Ascertain whether the services will be provided without giving an indemnity, and if so, whether at an acceptable increase in cost.
3. If there is no alternative but to give an indemnity the Director of Membership Services & Resources should be asked to provide the agreed ASFGB's indemnity wording and a copy of the ASFGB's liability insurance cover.

ASA Committee: 13 October 1998
Grammatical amendment made 9 April 1999
Amended: ASA Committee 23 November 2001
British Swimming Board 23 February 2002
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ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4012
Page	1 of 2
Date	22.02.04

COMPUTER DATA SECURITY POLICY AND PROCEDURE

Policy

The Federation regards the integrity of its computer system as central to the success of the organisation. Its policy is to take any measures it considers necessary to ensure that all aspects of the system are fully protected.

Procedure

Overall computer security is the responsibility of the ITC Manager, reporting to the Director Membership Services & Resources. Senior Managers are responsible for security within their own departments.

Employees with access to personal data are in a particularly sensitive position and must bear in mind at all times the provisions of the current Data Protection Act.

Employees should switch off their screen when leaving the office if the content of the work in progress is of a confidential or sensitive nature.

Employees who share printers must collect sensitive or confidential information from the printer immediately the print run has been completed. The printer must not be left unattended during such a print run.

When using the network passwords must be used at all times and changed regularly. Employees should not select obvious passwords. All passwords must be kept confidential to the individual (with the exception of the ITC Manager who will retain a list of all passwords in a secure place.)

Network backups will be processed every week day night and the back up tape removed from the building as stated in the back up procedures held by the ITC Manager.

Remote workers who do not use the network must backup their machines on a weekly basis and should either store their back up tapes in a fire proof safe or with a colleague in a different location.

All company software must be formally authorised by the ITC Manager.

External software or downloaded software cannot be used without authorisation by both the ITC Manager and the employee's senior manager. The ITC Manager will retain a list of all approved software and licence references.

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4012
Page	2 of 2
Date	22.02.04

The Federation will ensure that current virus guards are installed on the network and circulated to all remote / non network users. A list of updates to the virus guard software will be maintained by the ITC Manager.

E-mail notification of “virus ridden” attachments (especially those requesting that the e-mail is forwarded to a complete address book) must be sent to the ITC Manager for verification and action if appropriate.

E-mail attachments from an unknown source should not be opened by any user.

Large e-mail attachments not related to the work of the Federation should not be opened by any user.

The safekeeping of disks sent from external sources is the responsibility of the person to whom the disk was sent. All such disks must be checked for viruses before use.

Misuse of computers is a serious matter and may give rise to disciplinary action. The following are examples of misuse:

- fraud and theft
- system sabotage
- introduction of viruses and time bombs
- using unauthorised software
- obtaining unauthorised access
- wilful breaches of the Data Protection Act
- sending abusive, rude or defamatory messages via e-mail
- hacking
- breach of Federation security procedures

The above list is not exhaustive. Depending on the circumstances of each case, misuse of the computer system is likely to be considered a gross misconduct offence, punishable by dismissal. Misuse amounting to criminal conduct may be reported to the police.

Adopted by GB Committee 22 July 2000
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ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4013
Page	1 of 1
Date	22.02.04

ELECTRONIC COMMUNICATION DISCLAIMER POLICY

All ASFGB Limited electronic communication documents are to carry the following disclaimer:

“This message is intended only for the use of the individual or entity to which it is addressed and may contain information which is privileged, confidential and exempt from disclosure under applicable law.

If you are not the intended recipient or employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication and its attachments is strictly prohibited. If you have received this communication in error, please notify the sender by telephone and return the original message and attachments to us at the above address via the postal service and delete the original from your system.

Electronic communication refers to facsimiles and e-mails.

Adopted by GB Committee 22 July 2000
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ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4014
Page	1 of 2
Date	22.02.04

E-MAIL AND INTERNET POLICY AND PROCEDURE

Policy

The use of the e-mail system and the Internet within the Federation is encouraged, as its appropriate use facilitates communication and improves efficiency. Used correctly, it is a facility that is of assistance to many employees. Its inappropriate use, however, causes many problems, ranging from minor distractions to legal claims against the Federation. This policy sets out the Federation's view on the correct use of the e-mail system, and explains how this can be achieved as well as the Federation's response to inappropriate use.

Procedure

Authorised Use:

The e-mail system and the Internet are available for communication on matters directly concerned with the business of the Federation. Employees using the e-mail system should give particular attention to the following points:-

1. The standard of presentation. The style and content of an e-mail message must be consistent with the standards that the Federation expects from written communications.
2. The extent of circulation. E-mail messages should only be sent to those employees for whom they are particularly relevant.
3. E-mail should not be used as a substitute for face-to-face communications. "Flame-mails" (e-mails that are abusive) can be a source of stress and damage work relationships. Hasty messages, sent without proper consideration, can cause unnecessary misunderstandings.
4. If the message is confidential, the user must ensure that the necessary steps are taken to protect confidentiality. The Federation will be liable for any defamatory information circulated either within the Federation or to external users of the system.
5. Offers or contracts transmitted via e-mail are as legally binding on the Federation as those sent on paper.

Any failure to follow these guidelines satisfactorily can result in disciplinary action, including summary dismissal.

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4014
Page	2 of 2
Date	22.02.04

Unauthorised Use:

The Federation will not tolerate the use of the system for any of the following:-

- any message that could constitute bullying, or harassment (e.g. on the grounds of their sex, sexual orientation, age, race, ethnic origin or disability)
- cartoons, screen savers, games or chain letters
- on-line gambling
- accessing pornography
- downloading or distributing copyright information and/or any software available to the user.
- posting confidential information about other employees, the Federation or its members or suppliers.

Any unauthorised use of e-mail or the Internet is likely to result in disciplinary action including summary dismissal.

Implementation of the policy

Regular monitoring of e-mail messages will be carried out on a random basis. Hard copies of e-mail messages may be used as evidence in disciplinary proceedings.

Employees who feel that they have cause for complaint as a result of e-mail communications should raise the matter initially with their line manager. If necessary, the complaint can then be raised through the grievance procedure.

Adopted by GB Committee 22 July 2000
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ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4015
Page	1 of 4
Date	22.02.04

DOCUMENT CONTROL

1 Principles

- 1.1 To maintain a record of the circulation of documents of a sensitive or confidential nature.
- 1.2 To maintain a record of the circulation of documents which are subject to revision and review.
- 1.3 To maintain a record of documents which need to be cross referenced and maintained in more than one source.
- 1.4 To ensure that all sections of the current Data Protection Act are adhered to.
- 1.5 To ensure that a central numbering system of all controlled documentation is formulated and maintained.
- 1.6 It should be noted that documents may fall into one or more of the following categories.

2 Control of sensitive or confidential documentation

- 2.1 List of sensitive or confidential documentation to be held by CEO Secretariat.
- 2.2 List of staff and volunteers authorised to hold documentation listed as sensitive or confidential to be held by CEO Secretariat.
- 2.3 Record of circulation of above documentation to be held by CEO Secretariat and be open to inspection by the Audit and Probity Committee and external auditors as required.
- 2.4 All documentation to be clearly dated and to include the name of the originator or author.
- 2.5 All such documentation to carry the wording:

“Confidential documentation subject to the ASFGB Limited Document Control Policy - this document may not be copied or distributed without the written permission of the Chief Executive on behalf of the British Swimming Board “.

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4015
Page	2 of 4
Date	22.02.04

2 Control of documentation subject to revision or review

- 3.1 List of documentation subject to revision or review to be held by Director of Membership Services & Resources Secretariat.
- 3.2 List of holders of such information to be held by the Director of Membership Services & Resources Secretariat.
- 3.3 All revisions to be circulated to all listed holders of the documentation and confirmation of the circulation to be send to the Director of Membership Services & Resources Secretariat.
- 3.4 All documentation to be clearly identified with the date of issue and the name of the originator or author.
- 3.5 If the documentation does not fall under the category of sensitive or confidential documentation, holders may be permitted to copy the documentation to other parties provided they comply with the policy and hold their own circulation lists.
- 3.6 Records to be open to inspection by the Audit and Probity Committee and external auditors as required.
- 3.7 All such documentation to carry the wording:
“Documentation subject to the provisions of the ASFGB Limited Document Control Policy. This information may be circulated to third parties providing that circulation lists are maintained and all revisions circulated.”
- 3.8 When revisions are made to the documentation the following wording should be used:
“Revision to document titled xxxxxx. Please destroy copy or pages dated xxxxxx and replace with this version.”
- 3.9 The originator of the document should maintain a copy of all revisions as an archive copy.

4 Control of documentation held in more than one source

- 4.1 List of such documentation to be held by the Director of Membership Services & Resources Secretariat.

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4015
Page	3 of 4
Date	22.02.04

- 4.2 List of the documents in which the information is contained to be held by the Director of Membership Services & Resources Secretariat.
- 4.3 All revisions to such documents to be sent to the Director of Membership Services & Resources Secretariat.
- 4.4 Director of Membership Services & Resources Secretariat to ensure that revisions are made to all documents containing the information and a record maintained.
- 4.5 All documents to be clearly dated and to include the name of the originator or author.
- 4.6 The originator of the documentation should maintain a copy of all revisions as an archive copy.

5. Data Protection

- 5.1 All volunteers and professional staff must ensure that they comply with the provisions of the Data Protection Act. Details available from the Legal Department.

6. Examples of documentation covered by this policy

- 6.1 Sensitive or confidential documentation:
 - Contracts
 - Confidential minutes
 - DJT Cases
- 6.2 Documents subject to review
 - Team Management manuals
 - Policy manuals
 - Standard of Performance manuals
 - Procedure manuals
 - Teaching and Coaching Certificate Regulations
 - Prompt cards
- 6.3 Documentation held in more than one source:
 - Constitution
 - Conditions for events
 - Calendar of events
 - Qualifying standards

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4015
Page	4 of 4
Date	22.02.04

7 How to determine which documents should be included.

- 7.1 By asking yourself the following questions you should be able to determine which documentation you are responsible for should be included in the document control procedures.
- 7.2 Are you the author or the originator of the document?
- 7.3 Do you originate documentation which is confidential and not circulated to others (except in exceptional circumstances?)
- 7.4 Do you originate documentation which is held in various locations and which requires regular updates?
- 7.5 Do you originate documentation which is circulated widely and which requires regular updates?

Adopted by GB Committee 22 July 2000
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ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4016
Page	1 of 2
Date	22.02.04

WHISTLE BLOWING

It is the policy of the Amateur Swimming Federation of Great Britain Limited to ensure the maintenance of the highest ethical standards in all areas of the Federation's activities and to encourage a free and open culture in dealings between the directors, employees and members. In particular the Federation recognises that effective and honest communication is essential to its success.

The purpose of this policy is to give guidance to members of staff as to the actions open to them should they suspect that these standards are not being observed by any colleague(s) and who may from time to time feel that they need to raise certain issues relating to the Federation with someone in confidence.

What should you do if you have suspicions?

1. If your concerns relate to the activities of one of your immediate colleagues, the matter should be referred to your Line Manager.
2. If your concerns relate to your own Line Manager, or someone more senior within the Federation and you have concerns that were you to raise this matter with your Line Manager it would not be acted upon, then you may make a direct approach to a member of the Senior Management Team, the Chief Executive or the Chairman of the Audit and Probity Committee.

The terms of reference of the Audit and Probity Committee are attached to this policy. Staff will see that the Committee has a wide ranging responsibility for ensuring the due observance with this policy by all members of staff.

Correspondence to the Chairman of the Audit and Probity Committee should be addressed as follows:

Chairman of Audit and Probity Committee
Harold Fern House
Derby Square
Loughborough
LE11 5AL

The envelope must be marked "Private and Confidential" "Addressee only"
It will be forwarded to the current Chairman of the Audit and Probity Committee unopened.

What action will your Line Manager/Chairman of the Audit and Probity Committee take in response to your concerns?

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4016
Page	2 of 2
Date	22.02.04

You may be asked to confirm in writing your concerns and to provide details of any evidence in your possession in support of your allegations.

You may be asked to attend a meeting with the Audit and Probity Committee to address your concerns and to be questioned concerning this. At such meeting you would be entitled to bring with you as a friend to support you, a fellow employee of the Federation.

In any event you will be advised of any action that it is proposed to be taken in the light of the concerns you have expressed.

Appropriate steps will be taken to ensure that your working environment and/or working relationships are not prejudiced by the fact of your disclosure.

You are entitled to protection against any form of discrimination as a result of any legitimate concerns which you bring to the attention of your Line Manager and/or the Chairman of the Audit and Probity Committee BUT you are reminded that the making of false or malicious allegations concerning another member of staff is a serious disciplinary offence and may give rise to disciplinary proceedings or other disciplinary action.

Nothing contained in this policy shall have any effect on your statutory rights for protection in connection with “protected disclosures” as that expression is defined in the Public Interest Disclosure Act 1998. The following circumstances constitute a “qualifying disclosure” whereby the Public Interest Disclosure Act 1998 provides protection for the employee reporting such a circumstance:-

- a criminal offence has been committed, is being committed or is likely to be committed
- a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject
- a miscarriage of justice has occurred, is occurring or is likely to occur.
- the health and safety of any individual has been, is being or is likely to be endangered.
- the environment has been, is being or is likely to be damaged.
- information tending to show any matter falling within any one of the preceding points has been, is being or is likely to be concealed.

Further details of the Act may be obtained from the Chairman of the Audit and Probity Committee at the contact address above.

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ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4017
Page	1 of 1
Date	22.02.04

ROOM SHARING (COMPETITIONS AND CAMPS) POLICY

Team staff may not share rooms with athletes unless there are exceptional circumstances as follows:-

1. Emergency situations where there is insufficient accommodation available to prevent sharing and all other options have been examined. In this situation it is essential that the athlete selects the member of team staff with which they agree to share. If the athlete is aged under 18 years of age the consent of the parent or guardian must be obtained.
2. An emergency situation where an athlete is ill or stressed to such an extent that it would be unsafe or unwise to leave them alone or with another athlete. In this situation the member of team staff should ensure that there are two athletes in the room.

All room sharing must be between members of the same sex unless there is an essential medical matter which requires the doctor to share. In this situation the doctor must ensure that he/she is never left alone with one athlete.

Disability athletes may share with their personal carer if they wish.

All room sharing must be with the prior knowledge and consent of the team manager.

British Swimming Board 23 February 2002
Format amended 22 February 2004

ASFGB LIMITED STAFF POLICY MANUAL

GENERAL SECTION

Section	General
Reference	G 4018
Page	1 of 1
Date	22.02.04

ELECTRONIC TRANSFER OF INFORMATION

To ensure the protection of the ASFGB's Limited commercial position in the field of e-commerce for the future ASFGB Limited staff and ASFGB volunteers are not permitted to transfer any current or historical data electronically without prior and express permission in writing from the Chief Executive.

Furthermore, permission will not be granted to anyone wishing to transfer data to a third party especially for inclusion on other web-sites.

Adopted by GB Committee 7 October 2000