

EHA CODE OF CONDUCT

We expect a lot from our employees. Our good name and our success have been achieved by ensuring that all those working with us uphold our standards and high level of customer service.

England Handball expects employees to behave appropriately, courteously, professionally and responsibly within the following guidelines:

- Ensure that the interests of our customers and members remain paramount at all times
- Go beyond the call of duty for our customers and members
- Promote and develop the business and affairs of England Handball
- Observe all England Handball policies and procedures
- Carry out duties professionally, on time and to a satisfactory standard
- Report any potential conflict of interest
- Promote good behaviour, be responsible, honest and respectful
- Hold high ethical values and do not abuse your position for personal gain
- Maintain a high standard of integrity in all business relationships
- Optimise the use of resources for which you are responsible to provide maximum benefit to England Handball
- Devote your whole time and attention to England Handball's business during working hours
- Ensure that you undertake no other work or activities which are likely to be prejudicial to the interests of England Handball
- Undertake any duties which may reasonably be requested and which are within your skills and capabilities
- Observe legal and ethical requirements applicable to the business
- Keep confidential all information gained during the course of employment about England Handball's business or that of customers and other stakeholders
- Do not give or accept hospitality, gifts or services without the prior authorisation of your manager
- Keep work surroundings clean, tidy and organised
- Show respect to all colleagues and always offer help where needed
- Wear appropriate clothing and ensure that you are smart, clean and well-presented at all times